

Alsea School Board Meeting  
Tuesday, December 10, 2024  
6:00 PM  
Alsea School Library  
301 S 3rd St  
Alsea, OR 97324



Alsea School District 7J  
301 South 3<sup>rd</sup> Street  
Alsea, OR 97324  
541.487.4305

1. **Call to Order**
  - a. Flag Salute
  - b. Approval of Agenda
2. **Consent Agenda**
  - a. Approval of Minutes - November 12, 2024 School Board Meeting minutes



Board Members Present: Risteen Follett, Soren Rounds, Jamie Olsen, Russ Ceperich

Board Members Absent: Deb Lindberg

Staff Present: Krista Nieraeth, Don Staehely, Lora Nickle. Present online: Heather Shunk, Joe Harris, Brynn Campbell

Patrons: Kari VanLeuven, Angel Jacobsen, Clyde Rood. Present online: Ryan VanLeuven, Carmen Martin

Student Representatives: Lila Follett, Paisley Jacobsen, Megan VanLeuven

1. **Call to Order – 6:00 PM**

- a. Flag Salute
- b. Approval of Agenda  
Agenda approved with no amendments.

2. **Consent Agenda**

- a. Approval of Minutes -  
Regular Board Meeting - October 9, 2024  
Work Session - October 9, 2024  
Work Session - November 5, 2024  
Russ Ceperich approved the Consent agenda. Jamie Olsen seconded. No discussion.  
Motion approved 4-0.

3. **Patron Comments:**

Clyde Rood spoke to the Board about nomination to serve as an OSBA Representative Position 10.

4. **Reports**

- a. Superintendent Report and K-12 Principal Report
  - i. Regular Attenders  
Ms. Nieraeth presented her reports to the Board. The documents are available online.
- b. K-5 LaHO Principal Report
  - i. ELD Legislative Report  
Ms. Shunk presented her reports to the Board. The documents are available online. The 2023-24 ELD report will be available online and on the district website.
- c. Athletics and Activities  
Mr. Harris presented his report to the Board. The document is available online.
- d. Financial Report  
Mr. Staehely presented his report to the Board. The documents are available online.
- e. Construction Report  
Ms. Nieraeth presented the report to the Board in the absence of Chris and Nancy Giggy. The documents are available online.
- f. Student Representative  
Lila Follett presented the first student representative report of this year to the board. The document is available online.
- g. Enrollment  
Ms. Nieraeth presented her report to the Board. The document is available online.

5. **New Business**

a. WayFinder Presentation

Ms. Shunk presented her report to the Board. The documents are available online. No vote is necessary. The board did not have any questions.

Recess at - 7:13 PM

Meeting reconvened at – 7:16 PM

b. SIA Annual Report

Ms. Nieraeth presented the annual report to the Board. The documents are available online. No Vote is necessary. The board did not have any questions. The annual report will be available online and on the district website.

c. Girls Basketball Co-op with Monroe

Mr. Harris presented to the board his recommendation to join with the Monroe School District for girls' basketball season.

Russ Ceperich motioned to approve Alsea School District High School Girls Basketball Co-op with Monroe School District for the 2024-2025 school year. Jamie Olsen seconded the motion. The Board did not have any questions. Motion carried 4-0.

d. Contractor Approval for Gym Seismic Project

Ms. Nieraeth presented to the Board. A recommendation to hire Todd Construction as the CMGC for the seismic project to begin in the spring of 2025.

Jamie Olsen motioned to approve Todd Construction as the CMGC contractor for the Gym Seismic Project. Russ Ceperich seconded the motion. The Board did not have any questions. Motion carried 4-0.

e. Resolution for After-School Program Monies - Benton Community Foundation Grant

Ms. Nieraeth presented the Resolution to the Board.

Jamie Olsen motioned to approve the Resolution for After-School Program Monies. Russ Ceperich seconded the motion. The Board did not have any questions. Motion carried 4-0.

f. OSBA Elections and Resolutions.

i. Election - Board of Directors Position 10

a. Clyde Rood

b. Luhui Whitebear

c. Election - Legislative Policy Committee Position 10

i. Soren Rounds

ii. Jason Curtis

ii. Dues Schedule Resolution - Amend the OSBA Dues Schedule

iii. PRIDE Caucus Resolution - Amend OSBA Bylaws Relating to Composition of the Board of Directors

iv. Bylaws Update Resolution - Amend the OSBA 2023 Bylaws

6. **Old Business**

7. **First Reading \*(Shaded words are new/strikethroughs are deleted)**

a. EEA - Student Transportation Services

b. EEA-AR - School Bus Scheduling and Routing

c. EEACA - School Bus Driver Examination and Training

d. EEACCA - Video Cameras on Transportation Vehicles

e. EEACCA-AR - Video Cameras on Transportation Vehicles

8. **Second Reading**

**9. Board Comments**

Jamie Olsen thanked the student representatives for their commitment to coming to the meeting tonight. Soren Rounds commented that the OSBA Annual Convention had a lot of great information. Risteen Follett would like to discuss scheduling a work session to discuss the board operating agreement back.

**10. Future Agenda Items**

Jamie Olsen wanted to add the board operating agreement. With an election year coming up for two positions on the Alsea School Board, creating an onboarding process for the new board members.

**11. Executive Session**

- ORS 192.660(2)(i) - To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

**Move to Executive Session – 7:45 PM**

**Return to Regular Session – 8:28 PM**

**12. Key Dates**

Red Cross Blood Drive - November 13

School in Session - November 15

School Board Work Session - November 18

Early Release - November 27

Thanksgiving - November 28

Regular School Board Meeting - December 10

Winter Break - December 23-January 3

Teacher Workday - January 6, No Students

Students Return - January 7

**13. Adjournment – 8:29 PM**

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**Risteen Follett, Board Chair**

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**Krista Nieraeth, Superintendent**

b. Approval of Minutes - November 18, 2024 Work Session minutes

Alsea Work Session  
Monday, November 18, 2024  
6:00 PM  
Alsea School Library



Alsea School District 7J  
301 South 3<sup>rd</sup> Street  
Alsea, OR 97324  
541.487.4305

Zoom Link: <https://us06web.zoom.us/j/83570248908?pwd=RocTEb24MWwGkBthaivm7mul4bRwfX.1>

BoardBook Link: <https://meetings.boardbook.org/Public/Organization/2548>

**Board Members Present:** Risteen Follett, Soren Rounds, Deb Lindberg, Jamie Olsen, Russ Ceperich

**Staff Present:** Krista Nieraeth, Lora Nickle,

**Attending online:** Heather Shunk

**OSBA Representative:** Vincent Adams

**1. Call to Order – 6:00 PM**

a. Flag Salute

**2. Approval of Agenda**

Agenda approved with no amendments.

**3. 1st Strategic Planning Orientation**

Vincent Adams highlighted an overview of what the Strategic Planning process looks like and what roles and responsibilities look like for the Board, Staff and Administration. Vincent Adams explained that this was an ongoing process that will take 1-2 years of development and revisited every 2 years. The board discussed the next steps.

**4. Adjournment – 7:21**

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Risteen Follett, Board Chair

Date

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Krista Nieraeth, Superintendent

Date

3. **Patron Comments:**

The Alsea School Board of Directors values the opinions and input of students, staff, parents, and community members. Although board meetings are held in public, they are not meetings of the public. Please keep your comments to 3 minutes or less. If you intend to speak to the board this evening, you will need to fill out one of the blue comment cards and hand it to the Board Secretary, Lora Nickle. Public comments may also be made via Zoom. If you intend to speak via Zoom, please put your name in the comments so that the board chair can call on you. Before you begin your comments, please state your name and if you are speaking for an organization, please state that organization. For more information about public comments at a board meeting, please see Alsea School District Policy BDDH.

4. **Reports**

a. Superintendent Report and K-12 Principal Report

**Speaker(s):** Krista Nieraeth

i. Superintendent Report

# Alsea School District

## December 2024 Board Meeting Board Report

Krista Nieraeth, Superintendent and Special Education Director

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### **1. Special Education Percentage – Alsea SD**

The State has a weight for special education students that each district receives up to 11% of the ADWr. The state weights students in special education an extra 1.00 weight up to 11% of the total ADMr. In the spring, our ADMr was estimated to be 295, with our IEP number at 42. As of 12/3/24, our ADMr is 235 with a total active IEP number of 43, putting our IEP percentage at 18%. We are getting an extra 1.0 weight for approximately 26 of our IEPs, and no weight for the other 17. One of the proposals for the legislature in the State School Funding is to increase the 11% cap to 15%. If the state funded on 15%, rather than 11%, the extra 1.0 weight would go from 26 to 35. This increased cap is something that could help increase funding to schools and help provide/maintain supports for students in special education.

### **2. Maintenance of Effort (MOE) conversation with ODE**

Mr. Staehely and I met with ODE prior to Thanksgiving break to discuss Alsea's MOE and how to decrease it through exceptions. Right now, our base is higher than it should be due to the increased IEP numbers from a couple of years back. The MOE is decreasing due to the declining numbers of IEPs in our district. Remember, MOE is the amount of money spent on special education from the General Fund. The district cannot spend less than the prior year on special education. Districts can maintain MOE two different ways: 1) Overall Spending or 2) Spending per IEP. The district has been able to decrease the overall spending from the general fund, but still met MOE through spending per IEP. We are continuing to work with ODE to problem solve ways to help find a level of funding that is maintainable for the district.

### **3. State Report Cards**

The state released our report cards. I am happy to report that we were above state average in Regular Attenders at 68%, which is up from 51% from the previous year. Our 9<sup>th</sup> Grade on Track percentage was also above state average and was up from the previous year as well. We still have lots of work to do in our ELA and Math, and we are still feeling the effects of the online students in our graduation rate. Ms. Nickle and I will be researching with ODE when those online students will no longer count in our graduation rates.

### **4. Senator Anderson Visit**

Risteen Follett and I met with Senator Dick Anderson on Thursday, November 21. We discussed the funding aspect of the State School Fund with the senator, as well as discussed the amount of reporting that each district does each year for accountability purposes, including the opt – out law for state testing (see attached checklist). We also discussed the needs of our district, and other rural districts around the state. Senator Anderson also toured the school grounds and was able to visit different classrooms and with different students.

## **5. Facilities and Transportation**

Mr. Elbers is currently working with local community members and Benton County Road Department to work on gauging road conditions for the upcoming winter season. Mr. Elbers is continuing to look for a bus mechanic who can work on our buses as needed on an hourly basis.

Mr. Elbers is also working with Chris and Nancy Giggy to identify and work with the contractor to fix any issues with the HVAC system so that it can be completely functional. We are also working on getting quotes from local contractors on fixing the field so that we can start planning how to repair the damage to the football field and side field.

ii. Principal Report

# Alsea School District

## December 2024 School Board Report – K-12 B&M School

Krista Nieraeth, Principal

### 1. Students of the Month for October

The character theme of October was Optimistic, which means students who have a positive outlook and believe good things will happen.

Congratulations to the following students for being voted as Student of the Month:

Kinder – Penny Treadway	7 <sup>th</sup> – Maveryk Manwarren
1 <sup>st</sup> – Bryer Woosley	8 <sup>th</sup> – Delaney Jacobsen
2 <sup>nd</sup> – Noa Smith	9 <sup>th</sup> – Luke Hendrix
3 <sup>rd</sup> – Warren White	10 <sup>th</sup> – Kai Ferguson
4 <sup>th</sup> – Alaina Leavitt	11 <sup>th</sup> – Elizabeth Lile
5 <sup>th</sup> – Everett White	12 <sup>th</sup> – Aramis Nepper
6 <sup>th</sup> – Emersyn Foster	



## 2. Football All – League

Congratulations to the following student – athletes for being chosen on the Special District 2 North All – League Team.

Tanner Hibbs, Gavan Hinchberger, Chris Foster, Braiden Webb, Nate Allen, and Stetson White



## 3. Senator Anderson Visit

Senator Dick Anderson visited Alsea Charter School. During his time, he was able to visit classrooms and our new CTE building and discuss with students their projects and different assignments they are working on, as well as observe our 2<sup>nd</sup> – 4<sup>th</sup> grade students participating in the High Dosage Tutoring sessions that we pay for through our Early Literacy Grant monies.



#### 4. 5<sup>th</sup>/6<sup>th</sup> Grade to Clemens Park



Our 5th and 6th grade classes attended the Salmon Watch program at Clemens Park that was hosted by the Benton Soil and Water Conservation District. They learned about healthy watersheds and how salmon use the Alsea River to spawn. The students, even though it was a wet and rainy day, had an AMAZING time!!

#### 5. Seniors RoadRunner Experience – College Visits

Our senior class, along with Kayla Wilson and myself, headed to LBCC to attend their annual RoadRunner Experience. The students were able to tour the campus, attend a majors fair to get information about different programs and majors LBCC offers, as well as attend a class to get a feel for what college is like. These types of experiences for all of our students are important for them to be able to see what post – secondary opportunities are available. We are planning on taking students in grades 7 – 12 on more visits to universities, colleges and community colleges around our area this winter and spring. Our visits are based on the information that is provided to us by students about their interests.



iii. District and State Report Cards



# OREGON AT-A-GLANCE DISTRICT PROFILE

## Alsea SD 7J

SUPERINTENDENT: Krista Nieraeth | 301 S Third, Alsea 97324 | 541-487-4305

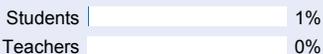


### Students We Serve



### DEMOGRAPHICS

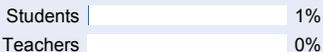
#### American Indian/Alaska Native



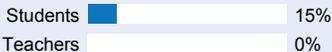
#### Asian



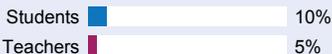
#### Black/African American



#### Hispanic/Latino



#### Multiracial



#### Native Hawaiian/Pacific Islander



#### White



\*

Ever English Learners



**7**  
Languages Spoken

**17%**

Students with Disabilities

**23%**

Mobile Students

**50%**

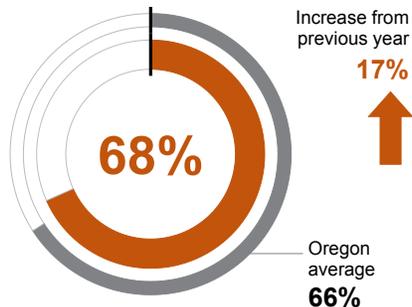
Students Experiencing Poverty

\*<10 students or data unavailable

### District Environment

#### REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.

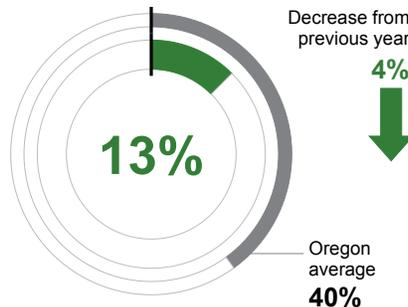


### Academic Success

#### Grade 3

#### ENGLISH LANGUAGE ARTS

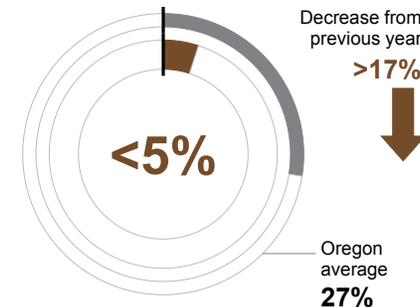
Students meeting state grade-level expectations.



#### Grade 8

#### MATHEMATICS

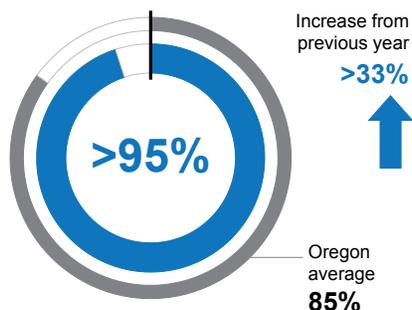
Students meeting state grade-level expectations.



### High School Success

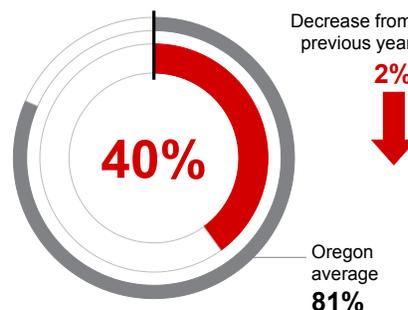
#### ON-TRACK TO GRADUATE

Students earning one-quarter of graduation credits in their 9th grade year.



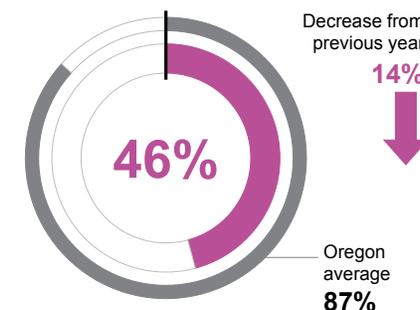
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2019-20 graduating in 2022-23.



#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2018-19 finishing in 2022-23.



### District Goals

At Alsea School District 7J, we believe that the school and the community share responsibility for creating a safe learning environment where performance and behavior reflect high expectations. We believe that by optimizing resources and professional learning to continually improve student instruction and performance, by assessing the safety and efficiency of district facilities to optimize teaching and learning, by enhancing communication into and out of the district, and by increasing awareness and understanding around educating students and staff in equity, our students will succeed.

### State Goals

The Oregon Department of Education is collaborating with school districts and communities across the state to achieve a 90% on-time graduation rate by 2027. Grounded in the pillars of Academic Excellence, Belonging and Wellness, and Reimagined Accountability, ODE prioritizes evidence-based practices to boost early literacy, attendance, and student engagement. We are committed to closing opportunity and achievement gaps for marginalized students and securing long-term success for all of Oregon's learners by investing in culturally responsive practices, fostering inclusive environments and always driving for continuous improvement.



# OREGON AT-A-GLANCE DISTRICT PROFILE CONTINUED

## Alesa SD 7J

### Outcomes

#### Our Staff (rounded FTE)



**3**

Administrators



**19**

Teachers



**1**

Educational assistants



**0**

Counselors



**0**

Social Workers



**0**

Licensed Librarians



**0**

Psychologists



**53%**

% of licensed teachers with more than 3 years of experience

#### REGULAR ATTENDERS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	62%
Multiracial	65%
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	70%
Students Experiencing Poverty	62%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	62%
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	67%
Male	69%
Non-Binary	<10 students or data unavailable

#### ON-TRACK TO GRADUATE

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	>95%
Students Experiencing Poverty	<10 students or data unavailable
Ever English Learner	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	<10 students or data unavailable
Male	>95%
Non-Binary	<10 students or data unavailable

#### Grade 3 ENGLISH LANGUAGE ARTS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	12%
Students Experiencing Poverty	13%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	<5%
Male	21%
Non-Binary	<10 students or data unavailable

#### ON-TIME GRADUATION

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	41%
Students Experiencing Poverty	22%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	27%
Male	50%
Non-Binary	<10 students or data unavailable

#### Grade 8 MATHEMATICS

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	<5%
Students Experiencing Poverty	<10 students or data unavailable
Ever English Learner	<10 students or data unavailable
Students with Disabilities	<10 students or data unavailable
Migrant	<10 students or data unavailable
Homeless	<10 students or data unavailable
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	<10 students or data unavailable
Male	<10 students or data unavailable
Non-Binary	<10 students or data unavailable

#### FIVE-YEAR COMPLETION

American Indian/Alaska Native	<10 students or data unavailable
Asian	<10 students or data unavailable
Black/African American	<10 students or data unavailable
Hispanic/Latino	<10 students or data unavailable
Multiracial	<10 students or data unavailable
Native Hawaiian/Pacific Islander	<10 students or data unavailable
White	47%
Students Experiencing Poverty	40%
Ever English Learner	<10 students or data unavailable
Students with Disabilities	25%
Migrant	<10 students or data unavailable
Homeless	42%
Students in Foster Care	<10 students or data unavailable
Military Connected	<10 students or data unavailable
Talented and Gifted	<10 students or data unavailable
Female	36%
Male	52%
Non-Binary	<10 students or data unavailable



# OREGON AT-A-GLANCE SCHOOL PROFILE

## Alsea Charter School

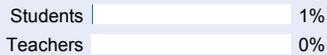
PRINCIPAL: Bart Rothenberger | GRADES: K-12 | 301 S Third, Alsea 97324 | 541-487-4305

### Students We Serve

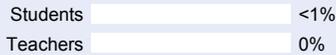


### DEMOGRAPHICS

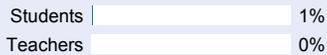
#### American Indian/Alaska Native



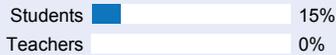
#### Asian



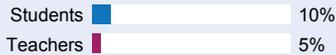
#### Black/African American



#### Hispanic/Latino



#### Multiracial



#### Native Hawaiian/Pacific Islander



#### White



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7

Ever English Learners

Languages Spoken

17%

Students with Disabilities

88%

Required Childhood Vaccinations

50%

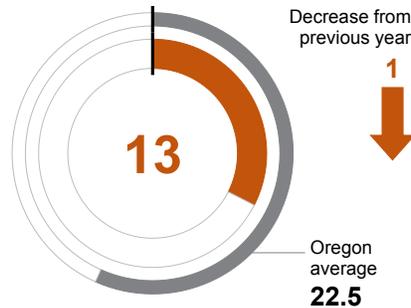
Students Experiencing Poverty

\*<10 students or data unavailable

### School Environment

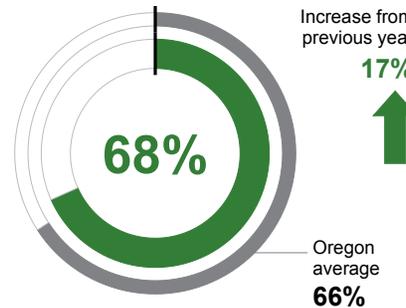
#### CLASS SIZE

Median size of classes in core subjects.



#### REGULAR ATTENDERS

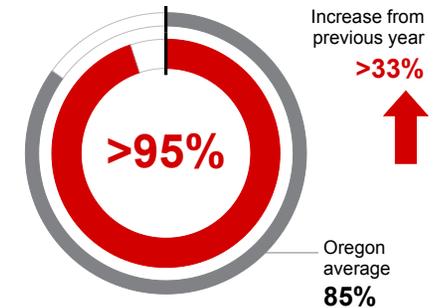
Students who attended more than 90% of their enrolled school days.



### Academic Progress

#### ON-TRACK TO GRADUATE

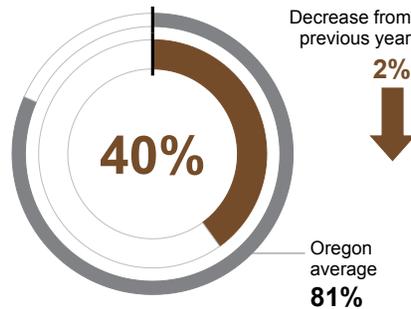
Students earning one-quarter of graduation credits in their 9th grade year.



### Academic Success

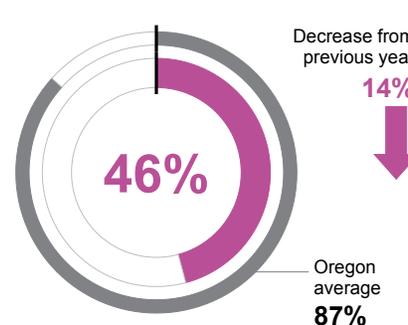
#### ON-TIME GRADUATION

Students earning a diploma within four years. Cohort includes students who were first-time ninth graders in 2019-20 graduating in 2022-23.



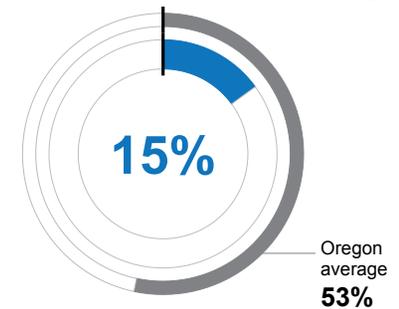
#### FIVE-YEAR COMPLETION

Students earning a high school diploma or GED within five years. Cohort includes students who were first-time ninth graders in 2018-19 finishing in 2022-23.



#### COLLEGE GOING

Students enrolling in a two or four year college within 12 months of completing high school in 2021-22. Data from the National Student Clearinghouse.



### School Goals

At Alsea Charter School, we strive to provide a safe and productive learning environment where students and staff feel welcome and included. We believe that by providing students and families with learning choices and meaningful opportunities to improve school experiences, utilizing today's technology to enrich student learning, and communicating the importance of regular attendance to families, our students will be prepared to participate and complete in a global society.

### State Goals

The Oregon Department of Education is collaborating with school districts and communities across the state to achieve a 90% on-time graduation rate by 2027. Grounded in the pillars of Academic Excellence, Belonging and Wellness, and Reimagined Accountability, ODE prioritizes evidence-based practices to boost early literacy, attendance, and student engagement. We are committed to closing opportunity and achievement gaps for marginalized students and securing long-term success for all of Oregon's learners by investing in culturally responsive practices, fostering inclusive environments and always driving for continuous improvement.

### Safe & Welcoming Environment

At Alsea Charter School, we believe that the only way to have a productive environment is to create a place where students and staff want to be. We start off the year with school shirts to promote community and school spirit. We provides opportunities for staff and students to come together and discuss ways to make our school a better place. We also work with local agencies to provide students with necessities for school, as well as supports for families. We use SafeOregon to help families and students feel safe in reporting incidents that could hinder learning.



iv. Alsea Valley Voice

## Alsea School District Update

by Krista Nieraeth, M.Ed

As our school year continues, Alsea Charter School is rolling! We continue to emphasize that in "In Alsea....Attendance Matters!!!" Since the beginning of the year, the attendance average for our students who are regularly attending school (90% or more of the time), is over 70%, which is up from the 55% from the 2022-2023 school year. We are proud of our families' commitment to having our students in school every day and want to make sure we continue to have our students at school 90% or more of the time!

We've had a busy fall! Our entire elementary school went to Davis Family Farms to a Fall Field trip to ride on the hayride, go through the corn maze, and have some apple donuts and cider. Our 6<sup>th</sup> grade has been busy doing science experiments to learn more about cells and learning about data systems. The MS/HS Leadership class has been planning amazing assemblies to help promote school spirit.

Our fall high school sports season went well. Both our volleyball and football teams earned spots into the state playoffs this fall. While both teams fell in the first round, they represented the Alsea Wolverines well in the state.

Congratulations to the following volleyball players for earning All-League Honors:

1<sup>st</sup> Team – Kendra Stone and Megan VanLeuven; 2<sup>nd</sup> Team – Tamarra O'Brien; Honorable Mention – Lila Follett

Congratulations to the following football players for earning All-League Honors:

1<sup>st</sup> Team – Gavan Hinchberger – Defensive End and Utility Player; 2<sup>nd</sup> Team – Chris Foster – Running Back and Defensive End; Braiden Webb – Defensive Back; Honorable Mention – Tanner Hibbs – Wide Receiver and Defensive Back; Braiden Webb – Quarterback; Nate Allen – Center; and Stetson White – Running Back

Our winter high school athletic schedules can be found on the OSAA website at [www.osaa.org](http://www.osaa.org). The middle school athletic schedules can be found on our website and on our Facebook page.

Winter Break for our district will be from December 23<sup>rd</sup>, 2024, through January 6<sup>th</sup>, 2025, with students returning on Tuesday, January 7<sup>th</sup>, 2025. We hope everybody has an amazing holiday season.

The School Board and the District are starting the Strategic Planning process to help create the vision and mission of the district for the upcoming year. The district will also be sending out a survey to our families and community to help inform the school board and district leadership of the wants and needs of the community for our school. We will be releasing the information on how to take those surveys in December. Please check our website and Facebook pages for the links when we release them.

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Our School Board meetings are on the 2<sup>nd</sup> Tuesday of each month, starting at 6pm. Please visit the board section of our website at <https://alsea.k12.or.us/board/minutes-agendas/> for the dates and time for all board meetings, as well as the agendas.

There will be two vacancies on our school board this spring. If you are interested in applying, please contact Lora Nickle at [lora.nickle@alsea.k12.or.us](mailto:lora.nickle@alsea.k12.or.us) for more information. Our board encourages anyone interested in applying to the board to attend the monthly board meetings to see the role of the board in governance of the district.

For the most updated information about the happenings at Alsea School District, please be sure to visit our website at [www.alsea.k12.or.us](http://www.alsea.k12.or.us) or follow us on Facebook. GO WOLVERINES!!!!!!!!!!!!



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455 NW Tyler Ave, Corvallis OR 97330



v. Accountability and Assessment Checklist

# ASSESSMENT and ACCOUNTABILITY CHECKLIST

## for the 2024-25 SCHOOL YEAR

Find this document on the [Key Dates for Accountability and Reporting](#) webpage

**INITIAL PUBLISH DATE:** SEPTEMBER 5, 2024

**PERIOD COVERED:** JULY 1, 2024 TO MID-OCTOBER, 2025

**REVISION HISTORY BEGINS ON** [PAGE 52](#)

### **THIS DOCUMENT PROVIDES:**

- Assessment windows for the 2024-25 school year.
- Key events and district responsibilities related to the ordering, handling, administration, and reporting of Oregon Statewide Assessment results.
- Data collection windows, related to school and district accountability reports for the 2024-25 school year.
- Key events and district responsibilities related to student and staff level data collections used in school and district profiles, accountability details, and assessment group reports.

The [Assessment and Accountability Update](#) is a weekly newsletter highlighting news, updates, and changes to the state's assessment and accountability efforts. To subscribe to this free newsletter, go to the [GovDelivery listserv page](#).

If you identify inaccuracies in this document, or have suggestions for improvement, please contact:

Cindy Barrick - Research Analyst  
Reporting, Accountability, and Data Team, Office of RADAR  
[cindy.barrick@ode.oregon.gov](mailto:cindy.barrick@ode.oregon.gov)

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact Karin Moscon at the Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310; Phone (503) 947-5706; Fax (503) 378-5156.

# Regional ESD Partners Contact Information

## General Assessment Support

### Regions 1 & 2 - Willamette ESD

**Amy Rockwell**

1-800-970-8372 ext. 1

[amy.rockwell@wesd.org](mailto:amy.rockwell@wesd.org)

### Region 3 - InterMountain ESD

**Shannon Lyon**

1-800-706-4447 ext. 3220

[shannon.lyon@imesd.k12.or.us](mailto:shannon.lyon@imesd.k12.or.us)

## Data Collections & Accountability Support

### Regions 1, 2 & 3 - InterMountain ESD

**Karen Brown Smith**

1-800-706-4447 ext. 3124

[karen.brown@imesd.k12.or.us](mailto:karen.brown@imesd.k12.or.us)

**Peter Campbell**

1-800-706-4447 ext. 3203

[peter.campbell@imesd.k12.or.us](mailto:peter.campbell@imesd.k12.or.us)

**Joe Doherty** – Supporting Cumulative ADM, SSID, and Ninth Grade On-Track

1-800-706-4447 ext. 3140

[joe.doherty@imesd.k12.or.us](mailto:joe.doherty@imesd.k12.or.us)

## Map of Oregon Counties by Region



# Oregon Department of Education Data Owners and Topic Contacts

TOPIC	CONTACT NAME	PHONE	EMAIL
Accountability Reports	Jon Wiens	503-931-7682	<a href="mailto:jon.wiens@ode.oregon.gov">jon.wiens@ode.oregon.gov</a>
Accountability Warehouse Extract (AWE) Assessment Record Updating Application (ARUA) Secure Assessment Reports	Cindy Barrick	971-208-0480	<a href="mailto:cindy.barrick@ode.oregon.gov">cindy.barrick@ode.oregon.gov</a>
Assessment of Essential Skills	Tony Bertrand	503-947-5830	<a href="mailto:tony.bertrand@ode.oregon.gov">tony.bertrand@ode.oregon.gov</a>
Assessment Record Updating Application (ARUA) Secure Assessment Reports	Bianca Llamas	971-208-0437	<a href="mailto:bianca.llamas1@ode.oregon.gov">bianca.llamas1@ode.oregon.gov</a>
At-A-Glance Narrative Collection	Bianca Llamas	971-208-0437	<a href="mailto:bianca.llamas1@ode.oregon.gov">bianca.llamas1@ode.oregon.gov</a>
At-A-Glance and Accountability Details Validations	Elyse Bean	971-720-8659	<a href="mailto:elyse.bean@ode.oregon.gov">elyse.bean@ode.oregon.gov</a>
Class Roster Class Schedule	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>
Class Size	Robin Stalcup	971-208-0241	<a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a>
Cumulative ADM Collections	Amanda Leopard	503-508-6472	<a href="mailto:amanda.leopard@ode.oregon.gov">amanda.leopard@ode.oregon.gov</a>
Cumulative ADM Exit Adjustment Graduate/Dropout Reporting	Paul Skomsvold	971-208-0296	<a href="mailto:paul.skomsvold@ode.oregon.gov">paul.skomsvold@ode.oregon.gov</a>
Discipline Incidents Restraint & Seclusion Incidents Seclusion Rooms	Lisa Joy Bateman	503-569-2951	<a href="mailto:lisajoy.bateman@ode.oregon.gov">lisajoy.bateman@ode.oregon.gov</a>
Dual Language Immersion Assessment (DLIA)	Kelly Kalkofen	503-580-2290	<a href="mailto:kelly.kalkofen@ode.oregon.gov">kelly.kalkofen@ode.oregon.gov</a>
ESEA Title III English Learners	Kim Miller	971-239-9681	<a href="mailto:kim.a.miller@ode.oregon.gov">kim.a.miller@ode.oregon.gov</a>
ESEA Title III Recent Arrivers	Reza Norouzian	971-208-0463	<a href="mailto:reza.norouzian@ode.oregon.gov">reza.norouzian@ode.oregon.gov</a>
Extended Assessment	Mason Rivers	971-208-0434	<a href="mailto:mason.rivers@ode.oregon.gov">mason.rivers@ode.oregon.gov</a>
Fall Membership	Robin Stalcup	971-208-0241	<a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a>
Ninth Grade On-Track	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>
Instructional Unit Identifier (IUID)	Robin Stalcup	971-208-0241	<a href="mailto:robin.stalcup@ode.oregon.gov">robin.stalcup@ode.oregon.gov</a>
National Assessment of Educational Progress (NAEP)	Beth LaDuca	971-208-0091	<a href="mailto:beth.laduca@ode.oregon.gov">beth.laduca@ode.oregon.gov</a>
Staff Assignment	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>
Staff Position	Ryan Clark	971-208-0471	<a href="mailto:ryan.clark@ode.oregon.gov">ryan.clark@ode.oregon.gov</a>

## JULY 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 5 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471
JULY 8 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
JULY 11 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Roster Audits 2023-24	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
JULY 11 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Roster 2023-24	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
JULY 11 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2023-24	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
JULY 11 – SEPTEMBER 20	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2023-24	<b>Data Submitter</b> - Video training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 12	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in Assessment Record Updating Application (ARUA) on the ODE District website	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JULY 15 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Annual Cumulative ADM 2023-24</li> </ul>	Contact: <u>Amanda Leopard</u> 503-508-6472
JULY 18 - 26	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> <li>- Annual Cumulative ADM 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul> <p>(Collection will be reopened for all districts to review the Audits list July 18-26. After July 26, full collection available for editing by request only.)</p>
JULY 18 – AUGUST 23	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- On Track to English Language Proficiency (ELP) 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <u>Achievement Data Insight</u> application on the ODE District website.</li> <li>- Contact your <u>Regional ESD Partner</u> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>
JULY 18 – SEPTEMBER 30	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Preliminary School Accountability Details 2023-24</li> </ul>	Video Training related to collections and validations is available on the <u>Training</u> page on the ODE District website.
JULY 19 @ 11:59 PM	ASSESSMENT ADMINISTRATION	REMINDER: Last day for ELPA Screener, Interims testing for 2023-24	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- The testing window closes at 11:59 PM.</li> </ul>
JULY 19 - 31	ASSESSMENT ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal offline for updates	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- The Test Information Distribution Engine (TIDE) will be offline on Friday, July 19 at 5 PM PT through Wednesday, July 31, 2024 and will re-open for the 2024-25 school year on Thursday, August 1, 2024 at 8 AM PT.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JULY 25 @ 2 PM</b>	TRAINING	Webinar: At-A-Glance School and District Profiles 2023-24	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – AUGUST 23</b>	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2023-24	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this validation is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – SEPTEMBER 20</b>	REPORT VALIDATION	Report Validation Window for: - Class Size 2023-24	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25 – SEPTEMBER 30</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2023-24	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 26</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Roster 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471
<b>JULY 26</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2023-24	<b>Data Submitter</b> - The collection will be closed to audit reviews. (After July 26, full collection available for editing by request only.)

## AUGUST 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
AUGUST 1	ASSESSMENT ADMINISTRATION	TIDE available through the <a href="#">OSAS Portal</a>	<p><b>District Test Coordinator</b></p> <p>Instructions for creating or modifying user accounts and viewing or editing student information are included in the TIDE User Guide, available on the <a href="#">Assessment Administration</a> webpage.</p> <ul style="list-style-type: none"> <li>- Add new users</li> <li>- View/edit student information and student settings</li> <li>- Search for students</li> <li>- View/edit student restrictions</li> </ul>
AUGUST 1 – JULY 18, 2025	ASSESSMENT ADMINISTRATION	ELPA Screener 2024-25 Testing Window	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- For more information, see the <a href="#">Assessment Training Materials</a> page, ELPA Screener Administration Manual and ELPA Screener Administration Module.</li> </ul>
AUGUST 2 - 4	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, August 2 until 7 PM PT on Sunday, August 4.</li> </ul>
AUGUST 5	TEST ORDERING & REPORTING	District level SEED Survey data available for preview on ODE District website	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> </ul>
AUGUST 14 @ 5 PM	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	<p><b>Superintendent</b></p> <ul style="list-style-type: none"> <li>- Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the <a href="#">At-A-Glance School and District Profiles</a> or <a href="#">Accountability Details</a> webpage.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 15 - 23</b>	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Secure Test Results for 2023-24 (to be released to the public and press release in September 2024)</li> </ul>	<b><i>District Test Coordinator</i></b> If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after August 9: <ul style="list-style-type: none"> <li>- Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the report reflects student demographics. Go to the <a href="#">Achievement Data Insight</a> application on ODE District website.</li> <li>- Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
<b>AUGUST 15 – SEPTEMBER 13</b>	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Teacher Qualification 2023-24</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>
<b>AUGUST 15 – SEPTEMBER 16</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> <li>- Discipline Incidents 2023-24</li> <li>- Restraint and Seclusion Incidents 2023-24</li> <li>- Seclusion Rooms 2023-24</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>
<b>AUGUST 15 – SEPTEMBER 16</b>	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Unsafe Schools (based on Discipline Incidents Collection) 2023-24</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>
<b>AUGUST 23</b>	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Regular Attenders</li> <li>- Student Enrollment</li> <li>- Ninth Grade On-Track</li> <li>- Student Mobility</li> <li>- On Track to ELP</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 23 @ 5 PM</b>	REPORT VALIDATION	Assessment Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- English Language Arts Student Performance</li> <li>- Mathematics Student Performance</li> <li>- Science Student Performance</li> </ul>	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- Validation windows close at 5 PM.</li> </ul>
<b>AUGUST 23</b>	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: <ul style="list-style-type: none"> <li>- 2023-24 Assessment test records</li> <li>- Third Period Cumulative ADM 2023-24</li> </ul>	
<b>AUGUST 23</b>	DATA COLLECTION	Deadline for districts and charter schools selected for NAEP 2025 field test to submit School Technology Survey responses	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- Contact <a href="#">Beth LaDuca</a> at 971-208-0091 to submit responses.</li> </ul>
<b>AUGUST 23 @ 5 PM – AUGUST 26</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- All 2023-24 assessment records will be unavailable for download or editing.</li> <li>- 2023-24 Student Reports will also be unavailable during this time.</li> <li>- 2023-24 assessment records will remain READ-ONLY after August 23.</li> </ul>
<b>AUGUST 27 BY 9 AM</b>	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2023-24)	
<b>AUGUST 29 – SEPTEMBER 6</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2023-24</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471

## SEPTEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>SEPTEMBER 2</b>	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
<b>SEPTEMBER 6 @ 10:00 AM</b>	TRAINING	Optional training webinar for districts required to submit their projected Oregon Extended (ORExt) participation numbers and rates	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- To participate in the webinar, register using <a href="#">this Zoom link</a>.</li> <li>- The webinar will be recorded and posted on the <a href="#">Oregon Extended Assessment</a> webpage under the <i>Policies</i> section for those who are unable to attend.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 6	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Ninth Grade On-Track 2023-24	Contact: <a href="#">Ryan Clark</a> 971-208-0471
SEPTEMBER 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, September 6 until 7 PM PT on Sunday, September 8.
SEPTEMBER 9 – MARCH 19	TEST ORDERING & REPORTING	Materials Order Window for the Oregon PreACT	<b>District Test Coordinator</b> - Order materials through the <a href="#">College and Career Readiness Information System (CCRIS)</a> . - Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.
SEPTEMBER 12 @ 10:30 AM	TRAINING	Webinar: Training for Recent Arrivers Collection 2024-25	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
SEPTEMBER 13	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 age 13 long-term trend assessment to register for the NAEP planning website and provide school information	<b>District Test Coordinator</b> - Remind NAEP coordinators of schools selected for the NAEP 2025 age 13 long-term trend assessment to register for the NAEP planning website and provide school information.
SEPTEMBER 13	REPORT VALIDATION	Report Validation Window Closes for: - Teacher Qualification 2023-24	Contact: <a href="#">Jon Wiens</a> 971-208-0471
SEPTEMBER 15	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2024-25 school year	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
SEPTEMBER 16	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: - Discipline Incidents 2023-24 - Restraint and Seclusion Incidents 2023-24 - Seclusion Rooms 2023-24	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
SEPTEMBER 16 @ 5 PM	REPORT VALIDATION	Report Validation Window Closes for: - Unsafe Schools (based on Discipline Incidents Collection) 2023-24	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
SEPTEMBER 19 @ 2 PM	TRAINING	Webinar: Training for First Period Cumulative ADM Collection 2024-25	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 19 - OCTOBER 25	DATA COLLECTION	Collection Window for: - ESEA Title III: Recent Arrivers 2024-25	<b>Data Submitter</b> - This is a snapshot of students enrolled in the district as of 10/1/2024. Contact: <a href="mailto:Reza.Norouzian@ode.state.or.us">Reza Norouzian</a> 971-208-0463
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - At-A-Glance Narrative 2023-24	Contact: <a href="mailto:Bianca.Llamas@ode.state.or.us">Bianca Llamas</a> 971-208-0437
SEPTEMBER 20	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2023-24	Contact: <a href="mailto:Robin.Stalcup@ode.state.or.us">Robin Stalcup</a> 971-208-0241
SEPTEMBER 20	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) 2023-24	Contact: <a href="mailto:Robin.Stalcup@ode.state.or.us">Robin Stalcup</a> 971-208-0241
SEPTEMBER 24	DATA COLLECTION	Deadline for districts or schools selected for the NAEP 2025 age 13 long-term trend assessment to submit student lists for sampling	<b>District Test Coordinator</b> - If providing lists for selected schools, work with the NAEP State Coordinator to submit lists. - If the selected school is providing the student list, remind the school coordinator to upload the list on the NAEP planning website.
SEPTEMBER 24 - JULY 18, 2025	ASSESSMENT ADMINISTRATION	Testing window for English Language Arts (ELA) and Mathematics Interim Assessment Blocks (IABs) and Science Interim assessments (all grades)	<b>Data Submitter</b> - Update SSID records for students prior to testing. <b>District Test Coordinator</b> - Information about Interim Assessments is available on the <a href="https://www.ode.state.or.us/interim">ODE website</a> .
SEPTEMBER 26 - OCTOBER 28	DATA COLLECTION	Collection Window for: - First Period Cumulative ADM 2024-25 (covering the period from July 1, 2024 to October 1, 2024)	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="https://www.ode.state.or.us/adm">ADM Collections</a> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <a href="https://www.ode.state.or.us/training">Training</a> page on the ODE District website. <b>Reminder:</b> If a student is enrolled on October 1 or is continuously enrolled on October 2, report the ADM End Date as 10/02/2024 so the student will be included in the Fall Membership count.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER 30	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Preliminary At-A-Glance School &amp; District Profiles 2023-24</li> <li>- Preliminary School Accountability Details 2023-24</li> </ul>	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
SEPTEMBER 30 - APRIL 8	TEST ORDERING & REPORTING	Testing Window for the Oregon PreACT	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.</li> <li>- Answer documents must be returned by April 18, 2025.</li> </ul>

## OCTOBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 1	TEST ORDERING & REPORTING	REMINDER: Last day of Braille Order Window for ELPA Summative	<b>District Test Coordinator</b> ELPA Summative Braille tests must be ordered during this window. Find the <a href="#">order form</a> on the <a href="#">Assessment Administration</a> webpage under Forms.
OCTOBER 1	TEST ORDERING & REPORTING	Deadline for districts to submit their projected Oregon Extended (ORExt) participation numbers and rates for each content area (ELA, Math, and Science) to ODE	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Use the <a href="#">1% ORExt Participation Secure Reporting Form</a> to submit this information to ODE.</li> <li>- Review the Reporting Requirements for Districts document for more information. Contact <a href="#">Mason Rivers</a> with any questions.</li> </ul>
OCTOBER 1 – NOVEMBER 1	TRAINING	2024-25 Assessment Administration and Security Training modules posted to <a href="#">ODE public website</a>	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- District Test Coordinators (DTCs) must watch all of the ODE-provided training modules prior to completing the training survey and attending the ODE-facilitated Webinar Session in accordance with Section 1.5: Training Requirements of the <a href="#">2024-25 Test Administration Manual</a>.</li> <li>- The 2024-25 ODE-provided recorded training modules will be available on the <a href="#">Assessment Training Materials</a> webpage as of October 1, 2024.</li> </ul>
OCTOBER 2 @ 10:30 AM	TRAINING	Webinar: Training for Fall English Learners Collection 2024-25	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
OCTOBER 3	DATA REPORTING	REMINDER: 2023-24 Test Results available on <a href="#">ODE public website</a>	<b>Superintendent</b> Prepare a local press release, if necessary.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 3	ACCOUNTABILITY REPORTS	Final 2023-24 At-A-Glance School & District Profiles and Accountability Details available for preview in the <a href="#">Achievement Data Insight</a> application on ODE District website	<b>Superintendent</b> - Prepare a local press release, if necessary.
OCTOBER 3 @ 2 PM	TRAINING	Webinar: Training for Cumulative ADM Exit Adjustment 2023-24 and Dropout Reporting (Part 1 of 2 for Reporting Dropouts & Cohort Graduation; see Part 2 on October 24)	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
OCTOBER 3 – DECEMBER 2	DATA COLLECTION	Collection Window for: - Cumulative ADM Exit Adjustment 2023-24	<b>Data Submitter</b> - Review and update end date codes, diploma type codes, and withdrawal factors in 2023-24 Annual Cumulative ADM data. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
OCTOBER 4 - 6	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, October 4 until 7 PM PT on Sunday, October 6.
OCTOBER 7 – DECEMBER 13	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	<b>District Test Coordinator</b> - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
OCTOBER 11	TRAINING	Deadline to sign up for required 2024-25 District Test Coordinator (DTC) Training Webinar: - November 5, 2024 - 3-4:30 PM PST - November 6, 2024 - 9-10:30 AM PST - November 7, 2024 - 3:45-5:15 PM PST	<b>District Test Coordinator</b> - ODE's authorized ESD Partner will provide one make up training session as needed in December 2024 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their <a href="#">Regional ESD Partner</a> by <b>November 15, 2024</b> .
OCTOBER 11	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 age 9 or age 17 long-term trend assessments to register for the NAEP planning website and for coordinators of age 9 schools to provide school information	<b>District Test Coordinator</b> Remind NAEP coordinators of schools selected for the NAEP 2025 age 9 or age 17 long-term trend assessments to register for the NAEP planning website and coordinators of age 9 schools to provide school information.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>OCTOBER 17 @ 2 PM</b>	TRAINING	Webinar: Training for IUID (Instructional Unit Identifier) Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>OCTOBER 17 – DECEMBER 6</b>	DATA COLLECTION	Fall Collection Window for: - ESEA Title III: English Learners 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners</a> webpage or the <a href="#">English Learners Data Collections</a> webpage.</li> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Information related to this collection is available on the <a href="#">Title III English Learners Data Collections</a> webpage.</li> <li>- This is a snapshot of students enrolled in the district as of 10/1/2024.</li> </ul> Contact: <a href="#">Kim Miller</a> 971-239-9681
<b>OCTOBER 17 – SEPT 26, 2025</b>	DATA COLLECTION	Collection Window for: - IUID (Instructional Unit Identifier) 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>OCTOBER 24 @ 2 PM</b>	TRAINING	Webinar: Training for Reporting Dropouts & Cohort Graduation (Part 2 of 2; see Part 1 on <b>October 3</b> )	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 24 – DECEMBER 6	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- NCES Dropout Report 2023-24</li> <li>- Graduation Cohort 4-year and 5-year Reports for 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Check that all schools are included in the validation and that ADM codes are accurately reported in the 2023-24 Annual ADM Collection. Revisions are made in the Exit Adjustment Collection.</li> <li>- Adjustments to outcome data prior to 2023-24 can be made by submitting a program type 14 record to 2023-24 Annual Cumulative ADM. To request to have this collection opened, please email your <a href="#">Regional ESD Partner</a> or <a href="#">Amanda Leopard</a>. See <a href="#">Cumulative ADM Program Type 14</a> for more information.</li> <li>- Cohort Report will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20).</li> <li>- Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. The 2023-24 rates are available under Reporting Year 2024-2025. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates.</li> <li>- Student Level data is available in the “Detail” tab on the validation site.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> </ul>
OCTOBER 25	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- ESEA Title III: Recent Arrivers 2024-25</li> </ul>	Contact: <a href="#">Reza Norouzin</a> 971-208-0463
OCTOBER 25 – 28	ASSESSMENT ADMINISTRATION	Sample and Training Tests offline for updates	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- The Sample and Training Tests will be offline for updates from 5 PM PT on Friday, October 25 until 6 AM PT on Tuesday, October 29, 2024.</li> </ul>
OCTOBER 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- First Period Cumulative ADM 2024-25 (7/1 – 10/1)</li> </ul>	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
OCTOBER 29	ASSESSMENT ADMINISTRATION	2024-25 Online Sample Tests available through the <a href="#">OSAS Portal</a> : <ul style="list-style-type: none"> <li>- ELPA Summative</li> <li>- Alt ELPA</li> <li>- English Language Arts (ELA) &amp; Math</li> <li>- Science</li> </ul>	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Sample tests are available to help familiarize students and test administrators with the test format and functionality prior to operational testing. The sample tests can also be used to make informed decisions about what accommodations might benefit a student during testing.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 31 – NOVEMBER 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - First Period Cumulative ADM 2024-25	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.

## NOVEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1	TEST ORDERING & REPORTING	State level SEED Survey data for 2023-24 posted on ODE public website	Download the SEED Survey report from the <a href="#">Assessment Group Reports</a> webpage.
NOVEMBER 1	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	<b>District Test Coordinator</b> - Complete the ODE-provided Training Survey posted on the <a href="#">Assessment Training Materials</a> webpage by <b>November 1, 2024</b> .
NOVEMBER 1	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information	<b>District Test Coordinator</b> - Remind NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information.
NOVEMBER 4 – JANUARY 10	TEST ORDERING & REPORTING	Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<b>District Test Coordinator</b> - Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window. - Orders will be delivered to districts by February 7, 2025.
NOVEMBER 5 - 7	TRAINING	Required 2024-25 District Test Coordinator (DTC) Training Webinar: - November 5, 2024 - 3-4:30 PM PST - November 6, 2024 - 9-10:30 AM PST - November 7, 2024 - 3:45-5:15 PM PST	<b>District Test Coordinator</b> - The purpose of the required ODE-facilitated Webinar Sessions is to clear up misconceptions indicated in the training survey responses, address questions submitted through the training survey, and provide an opportunity for DTCs to ask additional questions and seek clarification. - ODE's authorized ESD Partner will provide one make up training session as needed in December 2024 for incoming DTCs in cases where the outgoing DTC is not available to provide internal make up training. To exercise this option, the district must notify their <a href="#">Regional ESD Partner</a> by <b>November 15, 2024</b> .

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 7 – JANUARY 24	REPORT VALIDATION	Report Validation Window for: - Fall Membership 2024-25	<b>Data Submitter</b> - Review student enrollment for Districts/Schools. - Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. Data will refresh periodically throughout the window – see the validation site for scheduled refresh dates. - Student Level data is available in the “Detail” tab on the validation site. - Contact your <a href="#">Regional ESD Partner</a> or <a href="#">Robin Stalcup</a> if you have questions or if corrections are needed. - Remember - students must have been reported as enrolled on the first school day in October in order to be included in the Fall Membership report. In other words, the ADM End Date (the weekday following the student’s last enrollment within the period) should be 10/02/2024.
NOVEMBER 8	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - First Period Cumulative ADM 2024-25	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
NOVEMBER 8 - 10	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, November 8 until 7 PM PT on Sunday, November 10.
NOVEMBER 11	INFORMATIONAL	ODE is closed for the Veteran’s Day holiday.	
NOVEMBER 15	TEST ORDERING & REPORTING	Deadline for districts who expect to exceed 1% participation on the Oregon Extended (ORExt) in any content area to submit their justification and plan to ODE	<b>District Test Coordinator</b> - Complete the <a href="#">District Justification and Plan Submissions Form</a> and upload the form via the <a href="#">District Justification and Plan Submissions Upload</a> Smartsheet. - Review the Reporting Requirements for Districts document for more information. Contact <a href="#">Mason Rivers</a> with any questions.
NOVEMBER 19	ACCOUNTABILITY REPORTS	Webinar on Release of At-A-Glance School & District Profiles and Accountability Details	<b>Superintendent, Principals, Data Submitters</b> Webinar to provide school district staff with a preview of Oregon’s school and district profiles
NOVEMBER 21	ACCOUNTABILITY REPORTS	Public Release of: - Final 2023-24 At-A-Glance School and District Profiles and Accountability Details	<b>Superintendent</b> - Prepare local press release, if necessary. <b>District Test Coordinator</b> - Download school and district reports for 2023-24 for distribution to parents prior to January 15, 2025. Go to the <a href="#">At-A-Glance School and District Profiles</a> webpage.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 21	ACCOUNTABILITY REPORTS	Class Size report for 2023-24 posted on ODE public website	Download the Class Size report from the <a href="#">Class Size Report</a> webpage.
NOVEMBER 21	ACCOUNTABILITY REPORTS	Student Enrollment report for 2023-24 posted on ODE public website	Download the Student Enrollment report from the <a href="#">Student Enrollment Reports</a> webpage.
NOVEMBER 28 - 29	INFORMATIONAL	ODE is closed for the Thanksgiving holiday.	
BY NOVEMBER 30	ACCOUNTABILITY REPORTS	Statewide Report Card posted on Oregon Department of Education public website	To download the Statewide Report Card, go to the <a href="#">Statewide Annual Report Card</a> webpage.

## DECEMBER 2024

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER TBA	TRAINING	NAEP: Optional webinars covering the NAEP online assessment planning system for the NAEP 2025 long-term trend assessments or for the NAEP 2025 field test; specific dates and times to be shared directly with the district test coordinators and school coordinators of selected schools.	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind principals or NAEP coordinators of selected schools that this optional training is available to them.</li> <li>- Attend the training, if desired.</li> </ul>
DECEMBER 2 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Cumulative ADM Exit Adjustment 2023-24	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review and update end date codes, diploma type codes, and withdrawal factors in 2023-24 Annual Cumulative ADM data.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
DECEMBER 2 – 6	DATA COLLECTION	Window for NAEP coordinators of schools selected for the NAEP 2025 age 17 long-term trend assessments to provide school information in the NAEP planning website	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators of schools selected for the NAEP 2025 age 17 long-term trend assessments to provide school information.</li> </ul>
DECEMBER 5 @ 2 PM	TRAINING	Webinar: Training for Second Period Cumulative ADM Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 5 – JANUARY 27	DATA COLLECTION	Collection Window for: - Staff Position 2024-25	<b>Data Submitter</b> - USID must be requested or updated for all staff prior to completing the staff-level collections. - Review business rules and instructions prior to submission. Go to the <a href="#">Staff Position</a> website. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
DECEMBER 6	REPORT VALIDATION	Report Validation Window Closes for: - NCES Dropout Report 2023-24 - Graduation Cohort 4-year and 5-year Reports for 2023-24	<b>Data Submitter</b> - Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
DECEMBER 6	DATA COLLECTION	Fall Collection Window Closes for: - ESEA Title III: English Learners 2024-25	Contact: <a href="#">Kim Miller</a> 971-239-9681
DECEMBER 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, December 6 until 7 PM PT on Sunday, December 8.
DECEMBER 12 – JANUARY 13	DATA COLLECTION	Collection Window for: - Second Period Cumulative ADM 2024-25 (7/1 - 12/31)	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
DECEMBER 13	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	<b>District Test Coordinator</b> - Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date. - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
DECEMBER 20	ASSESSMENT ADMINISTRATION	Deadline for districts or schools selected for the NAEP 2025 field test to install and validate the eNAEP application on the school devices to be used for NAEP testing	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Remind the designated district or school technology staff person to install and validate the eNAEP application and confirm this activity is completed.</li> </ul>
DECEMBER 25	INFORMATIONAL	ODE is closed for the Christmas holiday.	
DECEMBER 26	ACCOUNTABILITY REPORTS	PREVIEW of Final 2023-24 Dropout and Cohort Graduation Rate reports posted to the ODE District website	<b>Data Submitter</b> <ul style="list-style-type: none"> <li>- Preview of Final Reports will include the current traditional dropout rate.</li> <li>- Preview of Final Reports will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20).</li> <li>- Public Release is January TBA, 2025.</li> </ul>

## JANUARY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 1	INFORMATIONAL	ODE is closed for the New Year's Day holiday.	
JANUARY 3	ASSESSMENT ADMINISTRATION	Deadline for DTCs who chose to provide student lists for selected schools to submit student lists for the NAEP 2025 field test	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Follow instructions from the NAEP State Coordinator to submit current student lists for selected schools to NAEP for sampling.</li> </ul>
JANUARY 3 – 6	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for deployment of 2024-25 ELPA Summative assessments	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline to support the deployment of the 2024-25 administration from 5 PM PT on Friday, January 3 until 6 AM PT on Tuesday, January 7.</li> </ul>
JANUARY 6 – MARCH 14	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for NAEP 2025 age 9 long-term trend assessment	<b>District Test Coordinator</b> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date.</li> <li>- Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 10	TEST ORDERING & REPORTING	REMINDER: Last day of Oregon Extended Assessment Braille and Large Print order window for English Language Arts, Mathematics, & Science	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Oregon Extended Assessments requiring Braille or Large Print format must be ordered during this window.</li> <li>- Orders will be delivered to districts by February 7, 2025.</li> </ul>
JANUARY 10 – 12	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and CRS will be offline for scheduled maintenance from 5 PM PT on Friday, January 10 until 7 PM PT on Sunday, January 12.</li> </ul>
JANUARY 13 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- Second Period Cumulative ADM 2024-25</li> </ul>	Contact: <a href="mailto:Amanda.Leopard@odoe.org">Amanda Leopard</a> 503-508-6472
JANUARY 13 @ 11:59 PM	ASSESSMENT ADMINISTRATION	ELPA Screener Future K form goes offline.	
JANUARY 14	ASSESSMENT ADMINISTRATION	ELPA Screener Grade K form opens.	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “N” in the SSID record may access the ELPA Screener.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- For more information, see the <a href="#">Assessment Training Materials</a> page, ELPA Screener Administration Manual and ELPA Screener Administration Module.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 14 – APRIL 11	ASSESSMENT ADMINISTRATION	Testing Window for <u>In-Person</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “Y” in the SSID record may access the English Language Proficiency Assessment (ELPA) Summative. Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>.</li> <li>- Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details).</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.</li> </ul>
JANUARY 14 – APRIL 11	ASSESSMENT ADMINISTRATION	Testing Window for Alt ELPA (Grades K-12)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) and Special Education Flag (SpEdFg) is set to “Y” in the SSID record may access the Alt English Language Proficiency Assessment (ELPA). Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>.</li> <li>- Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Sections 5.3 and 10 for details).</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 15	ACCOUNTABILITY REPORTS	REMINDER: Deadline for school districts to make a copy of At-A-Glance School and District Profiles available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district	<b>OAR 581-022-2255 School and District Performance Report Criteria</b> (3) Each school and school district report shall contain the information required by this rule. By January 15 of each year, school districts shall make a copy of the state provided school and school district performance report available to the parent(s) or guardian(s) of each child enrolled in a public school in the school district by doing one or more of the following: (a) Mailing a copy; (b) Electronically sending a copy; or (c) Providing a link to a state or district web site containing the reports and also making copies available in local schools, libraries, parents centers, community centers, or other public locations easily accessible to parents and others.
JANUARY 16 – 24	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Second Period Cumulative ADM 2024-25	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
JANUARY 20	INFORMATIONAL	ODE is closed for the Martin Luther King, Jr. Day holiday.	
JANUARY 20 @11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Position 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471
JANUARY TBA	ACCOUNTABILITY REPORTING	2023-24 Dropout and Cohort Graduation Rate reports released to the public	- Reports will include the current traditional dropout rate. - Reports will include the four-year cohort graduation rate (students first entering high school in 2020-21) and five-year cohort graduation rate (students first entering high school in 2019-20).
JANUARY 24	REPORT VALIDATION	Report Validation Window Closes for: - Fall Membership 2024-25	<b>Data Submitter</b> - Student Membership Manual is available on the <a href="#">Student Enrollment Reports</a> webpage.
JANUARY 24	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Second Period Cumulative ADM 2024-25	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
JANUARY 24	DATA COLLECTION	Deadline for districts or schools selected for the NAEP 2025 age 17 long-term trend assessment to submit student lists for sampling	<b>District Test Coordinator</b> - If providing lists for selected schools, work with the NAEP State Coordinator to submit lists. - If the selected school is providing the student list, remind the school coordinator to upload the list on the NAEP planning website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JANUARY 27 – MARCH 7	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 field test	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date.</li> <li>- Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.</li> </ul>
JANUARY 30 – FEBRUARY 7	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: <ul style="list-style-type: none"> <li>- Staff Position 2024-25</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Districts will have an opportunity to make corrections to their Staff Position submission as identified in the post-collection validations.</li> </ul>

## FEBRUARY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 4	TEST ORDERING & REPORTING	Reports available through the <a href="#">OSAS Portal</a> : <ul style="list-style-type: none"> <li>- Performance Reports (Science)</li> <li>- Participation Reports</li> </ul>	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Instructions for generating reports through the Centralized Reporting System (CRS) are included in the Online Reports User Guide, available on the <a href="#">Assessment Administration</a> webpage.</li> <li>- Preliminary (Science) scores available in the CRS within one business day of test completion.</li> <li>- Information from CRS should only be viewed as preliminary. The source for official scores is the ODE applications.</li> </ul>
FEBRUARY 4	TEST ORDERING & REPORTING	Oregon Extended Assessment document download launched for English Language Arts, Mathematics, and Science	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Download Oregon Extended Assessments for February 4 - June 13 assessment administration window. Go to <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a>.</li> <li>- Maintain the security of all test materials in accordance with Section 2 - Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for: - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> <li>- English Language Arts (ELA) and Mathematics assessments are <b>required</b> for all students in grades 3 - 8 and High School (grade 11).</li> <li>- Science assessments are <b>required</b> for all students in grades 5, 8, and High School (Grade 11).</li> <li>- See Section 5.2 of the 2024-25 <a href="#">Test Administration Manual</a> for specific local test window criteria.</li> </ul>
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: - English Language Arts, High School (Grade 11) - Mathematics, High School (Grade 11) - Science, High School (Grade 11)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students two days prior to testing.</li> <li>- NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form.</li> <li>- Transmit results of Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul>
FEBRUARY 4 – JUNE 13	ASSESSMENT ADMINISTRATION	Survey Window for Student Educational Equity Development (SEED) Survey, all grades (3-11)	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in assessment administration and have received training specific to the SEED Survey.</li> <li>- Update SSID records for students at least two days prior to testing.</li> </ul>
FEBRUARY 5 @ 10:30 AM	TRAINING	Webinar: Fall English Learners Collection 2024-25 - Critical Validation training	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
FEBRUARY 6	TEST ORDERING & REPORTING	Assessment Record Updating Application (ARUA) and Accountability Warehouse Extract (AWE) open for 2024-25 test records (“banked” high school test records that met the high school standard in a prior year) on the ODE district secure website	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- The Assessment Record Updating Application (ARUA) allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE).</li> <li>- It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year.</li> <li>- Science assessment scores are typically available within two days of test completion. ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test.</li> <li>- Ensure that all students enrolled in Grade 11 on May 1, 2025 who do not have a banked score that met the high school standard are tested in the required subjects.</li> <li>- The ARUA and AWE are continuously accessible, and 2024-25 records are editable until the accountability reporting validation window closes in late August.</li> </ul>
FEBRUARY TBA	ACCOUNTABILITY REPORTING	REMINDER: Student Enrollment Report for 2024-25 released to the public and press	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- Changes to enrollment submissions must be made in First Period Cumulative ADM by January 17 in order to be reflected in the Final Preview and Final Fall Membership Report.</li> </ul>
FEBRUARY 7	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Position 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471
FEBRUARY 7 – 9	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, February 7 until 7 PM PT on Sunday, February 9.</li> </ul>
FEBRUARY 13 @ 2 PM	TRAINING	Webinar: Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR), and Accountability Warehouse Extract (AWE)	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
FEBRUARY 17	INFORMATIONAL	ODE is closed for the Presidents Day holiday.	

## MARCH 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<p><b>MARCH 4 – APRIL 11</b></p>	<p>ASSESSMENT ADMINISTRATION</p>	<p>Testing Window for <u>REMOTE</u> English Language Proficiency Assessment (ELPA) Summative (Grades K-12)</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> <li>- NOTE: Only students who have the Remote Tester flag set to Yes in TIDE may access the remote administration of the ELPA Summative.</li> <li>- NOTE: Only students whose English Learner flag (ELFg) is set to “Y” in the SSID record may access the ELPA Summative. Districts should only set the EL flag to “Y” for students who are eligible for ELD services in the current school year (refer to the <u>Test Administration Manual</u>, Section 5.3, Section 10, and Appendix B for details).</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>.</li> <li>- Districts must administer the ELPA Summative to all students identified as eligible to receive ELD services in the current school year. Coordinate with Title III Director to ensure that all eligible students are appropriately tested (refer to the <u>Test Administration Manual</u>, Section 5.3, Section 10, and Appendix B for details).</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in both test security and test administration and have turned in a signed Assurance of Test Security form.</li> </ul>
<p><b>MARCH 4 – JUNE 13</b></p>	<p>ASSESSMENT ADMINISTRATION</p>	<p>Testing Window for: - OSAS Science, grades 5 and 8</p>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <u>Test Administration Manual</u>.</li> <li>- Science assessments are <b>required</b> for all students in grades 5, 8, and High School (Grade 11).</li> <li>- See Section 5.2 of the 2024-25 <u>Test Administration Manual</u> for specific local test window criteria.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MARCH 4 – JUNE 13</b>	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: - Science, grades 5 and 8	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students two days prior to testing.</li> <li>- NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form.</li> <li>- Transmit results of Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul>
<b>MARCH 6 @ 2 PM</b>	TRAINING	Webinar: Training for Staff Assignment Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MARCH 7</b>	ASSESSMENT ADMINISTRATION	Testing window closes for the NAEP 2025 field test in selected schools	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators that the school must schedule a make-up session if fewer than 90% of selected students participate in NAEP testing.</li> </ul>
<b>MARCH 7 – 9</b>	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, March 7 until 7 PM PT on Sunday, March 9.</li> </ul>
<b>MARCH 13 @ 2 PM</b>	TRAINING	Webinar: Training for Staff Validations 2024-25 (Staff FTE, Staff Ethnicity, Staff Retention and Teacher Experience)	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>MARCH 14</b>	ASSESSMENT ADMINISTRATION	Testing window closes for NAEP 2025 age 9 long-term trend assessment in selected schools	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators that the school must schedule a make-up session if fewer than 90% of selected students participate in NAEP testing.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MARCH 17 – MAY 23</b>	ASSESSMENT ADMINISTRATION	Testing window for NAEP in schools selected for the NAEP 2025 age 17 long-term trend assessment	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- Remind NAEP coordinators that parent/guardian notification must be sent to the parents/guardians of all students selected for NAEP prior to the school's NAEP assessment date.</li> <li>- Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.</li> </ul>
<b>MARCH 17</b>	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed January 14 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OSAS Portal systems.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
<b>MARCH 17</b>	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed January 14 - 31 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> <li>- Scores available for <a href="#">Honoring High School Student Proficiency on ELPA Summative</a> (fully scored test records from Batch 1)</li> </ul>	<p><b><i>District Test Coordinator</i></b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.</li> </ul>
<b>MARCH 18</b>	TEST ORDERING & REPORTING	English Language Arts (ELA) and Mathematics assessment scores available in the Centralized Reporting System (CRS) on the <a href="#">OSAS Portal</a>	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- Instructions for generating reports through the CRS are included in the Online Reports User Guide, available on the <a href="#">Assessment Administration</a> webpage.</li> <li>- Preliminary ELA and Mathematics scores available in the CRS within two weeks of completion of the hand-scored part of the test.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 18	TEST ORDERING & REPORTING	2024-25 English Language Arts (ELA) and Mathematics assessment scores available in the Assessment Record Updating Application (ARUA) on the <a href="#">ODE District website</a>	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- The Assessment Record Updating Application (ARUA) allows a user in a district who has been granted access to view, edit, fix errors, download errors, upload fixes and download student test records that have been received by the Oregon Department of Education (ODE).</li> <li>- It also provides snapshot reports of student test record counts by school institution ID for a specific subject and school year.</li> <li>- ELA and Mathematics assessment scores are typically available within two weeks of completion of the hand-scored part of the test.</li> <li>- The ARUA and AWE are continuously accessible, and 2024-25 records are editable until the accountability reporting validation window closes in late August.</li> </ul>
MARCH 20 – APRIL 18	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Special Education At-A-Glance Narrative 2023-24</li> </ul>	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2023-24 school year.</li> <li>- Contact: <a href="#">Jackie McKim</a> 971-240-0234</li> </ul>
MARCH 20 – APRIL 18	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Special Education At-A-Glance District Profiles 2023-24</li> </ul>	Contact: <a href="#">Jackie McKim</a> 971-240-0234
MARCH 20 – APRIL 28	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Staff Assignment 2024-25</li> </ul>	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- USID must be requested or updated for all staff prior to completing the staff-level collections.</li> <li>- IUID collection must be submitted prior to completing the Staff Assignment collection.</li> <li>- Review business rules and instructions prior to submission. Go to the <a href="#">Staff Assignment</a> page on the ODE District website.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MARCH 27 – APRIL 28	REPORT VALIDATION	Report Validation Window for: <ul style="list-style-type: none"> <li>- Staff FTE</li> <li>- Staff Ethnicity</li> <li>- Staff Retention and Teacher Experience</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>

## APRIL 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 1 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for: <ul style="list-style-type: none"> <li>- English Language Arts (ELA), grades 3-8</li> <li>- Mathematics, grades 3-8</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students prior to testing.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> <li>- English Language Arts (ELA) and Mathematics assessments are <b>required</b> for all students in grades 3 - 8 and High School (grade 11).</li> <li>- See Section 5.2 of the 2024-25 <a href="#">Test Administration Manual</a> for specific local test window criteria.</li> </ul>
APRIL 1 – JUNE 13	ASSESSMENT ADMINISTRATION	Testing Window for Oregon Extended Assessments: <ul style="list-style-type: none"> <li>- English Language Arts, grades 3-8</li> <li>- Mathematics, grades 3-8</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Update SSID records for students two days prior to testing.</li> <li>- NOTE: Only students whose Special Education Flag (SpEdFg) is set to “Y” in the SSID record are available in <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul> <p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Maintain security of all test materials in accordance with Section 2 – Test Security of the 2024-25 <a href="#">Test Administration Manual</a>.</li> <li>- Ensure that Test Administrators and School Test Coordinators have been properly trained in test security and test administration, have received training specific to the Oregon Extended Assessment, and have turned in a signed Assurance of Test Security form.</li> <li>- Transmit results of Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>APRIL 2</b> <b>@ 10:30 AM</b>	TRAINING	Webinar: Training for Spring English Learners Collection 2024-25	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>APRIL 3</b> <b>@ 2 PM</b>	TRAINING	Webinar: Training for Institutions for Accountability Reports 2024-25	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>APRIL 8</b>	TEST ORDERING & REPORTING	Testing Window Closes for the Oregon PreACT	<b>District Test Coordinator</b> - Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage. - Answer documents must be returned by April 18, 2025.
<b>APRIL 8</b>	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed February 1 - 28 available in Centralized Reporting System (CRS) pending comprehensive quality control	<b>District Test Coordinator</b> - The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE's SSID and OSAS Portal systems. - Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.
<b>APRIL 8</b>	TEST ORDERING & REPORTING	ELPA Summative records from tests completed February 1 - 28 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control - Scores available for <a href="#">Honoring High School Student Proficiency on ELPA Summative</a> (fully scored test records from Batch 2)	<b>District Test Coordinator</b> As test records are posted on the ODE district secure website: - Verify that each English Learner has a score posted for the ELPA Summative. - Supply accommodation or administration codes if necessary. - Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student. - Notify <a href="#">Regional ESD Partner</a> if a student who completed the ELPA Summative does not have a score in the ARUA. - Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>APRIL 10 – MAY 30</b>	REPORT VALIDATION	Report Validation Window for: - Institutions for Accountability Reports 2024-25	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that relevant data is available for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Request, if desired, recognition as a new school. Boundary Change Calculator is posted on the <a href="#">Accountability Details</a> webpage. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Institution validation guidance can be found on the <a href="#">Institution Validation</a> page on the ODE District website.
<b>APRIL 11 @ 11:59 PM</b>	ASSESSMENT ADMINISTRATION	REMINDER: Last day for <a href="#">In-Person and Remote</a> ELPA Summative testing	<b>District Test Coordinator</b> - The ELPA Summative testing window closes at 11:59 PM.
<b>APRIL 11 @11:59 PM</b>	ASSESSMENT ADMINISTRATION	REMINDER: Last day for Alt ELPA testing	<b>District Test Coordinator</b> - The Alt ELPA testing window closes at 11:59 PM.
<b>APRIL 17 @ 2 PM</b>	TRAINING	Webinar: Training for Third Period Cumulative ADM Collection 2024-25	<b>Data Submitter</b> - To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>APRIL 17 – MAY 30</b>	DATA COLLECTION	Spring Collection Window for: - ESEA Title III: English Learners 2024-25	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners</a> page on the ODE District website or the <a href="#">English Learners Data Collections</a> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Information related to this collection is available on the <a href="#">Title III English Learners Data Collections</a> webpage. - <a href="#">This is a school-year snapshot of data.</a> Contact: <a href="#">Kim Miller</a> 971-239-9681

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 18	TEST ORDERING & REPORTING	Last day to return materials for the Oregon PreACT	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Find information and follow the steps outlined on the <a href="#">Oregon PreACT</a> webpage.</li> <li>- Answer documents must be returned by April 18, 2025.</li> </ul>
APRIL 18	DATA COLLECTION	Collection Window for: <ul style="list-style-type: none"> <li>- Special Education At-A-Glance Narrative 2023-24</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The Special Education At-A-Glance Narrative Collection allows authorized users to submit narrative data for all school districts that will receive a Special Education At-A-Glance Profile for the 2023-24 school year.</li> <li>- Contact: <a href="#">Jackie McKim</a> 971-240-0234</li> </ul>
APRIL 18	EVENT TYPE	Report Validation Window for: <ul style="list-style-type: none"> <li>- Special Education At-A-Glance District Profiles 2023-24</li> </ul>	Contact: <a href="#">Jackie McKim</a> 971-240-0234
APRIL 23 @ 2 PM	TRAINING	Webinar: Training for Ninth Grade On-Track Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
APRIL 24 @ 2 PM	TRAINING	Webinar: Training for Class Schedule Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
APRIL 24 – MAY 19	EVENT TYPE	Collection Window for: <ul style="list-style-type: none"> <li>- Third Period Cumulative ADM 2024-25 (7/1 - 5/1)</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> page on the ODE District website.</li> <li>- Submit collection with common fields and collection-specific fields accurately filled for all applicable students.</li> <li>- Correct any error records after the file is processed.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Save a production download for your records.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul> <p><b>Reminder:</b> If a student is enrolled on May 1 or is continuously enrolled on May 2, report the ADM End Date as 05/02/2025 so the student will be included in the Spring Membership count.</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 28	REPORT VALIDATION	Report Validation Window Closes for: - Staff FTE - Staff Ethnicity - Staff Retention and Teacher Experience	Contact: <a href="#">Ryan Clark</a> 971-208-0471
APRIL 28 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Staff Assignment 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471

## MAY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 1 @ NOON	ACCOUNTABILITY REPORTS	REMINDER: Last day for submitting requests for new school status due to boundary or grade changes	<b>Superintendent</b> - Send signed request for new school designation with supporting data to ODE. See the <a href="#">Accountability Details</a> webpage for additional information.
MAY 1 – JUNE 30	DATA COLLECTION	Collection Window for: - Class Schedule 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471
MAY 1 – JULY 11	DATA COLLECTION	Collection Window for: - Ninth Grade On-Track 2024-25	<b>Data Submitter</b> - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
MAY 8 – 23	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Staff Assignment 2024-25	<b>Data Submitter</b> - Districts will have an opportunity to make corrections to their Staff Assignment submission as identified in the post-collection validations.
MAY 9 – 11	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<b>District Test Coordinator</b> - TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, May 9 until 7 PM PT on Sunday, May 11.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 12</b>	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed March 1 - 31 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OSAS Portal systems.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
<b>MAY 12</b>	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed March 1 - 31 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> <li>- Scores available for <u>Honoring High School Student Proficiency on ELPA Summative</u> (fully scored test records from Batch 3)</li> </ul>	<p><b><i>District Test Coordinator</i></b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Notify <u>Regional ESD Partner</u> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.</li> </ul>
<b>MAY TBA</b>	TRAINING	Webinar: Training for Annual Cumulative ADM Collection 2024-25	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <u>Training</u> page on the ODE District website.</li> </ul>
<b>MAY 15 @ 2 PM</b>	TRAINING	Webinar: Assessments & Accountability Reports (Editing and Checking Assessment Data, Third Period Cumulative ADM, and English Learners)	To participate in the webinar, go to the <u>Training</u> page on the ODE District website.
<b>MAY 19 @ 11:59 PM</b>	DATA COLLECTION	<p>Collection Window Closes for:</p> <ul style="list-style-type: none"> <li>- Third Period Cumulative ADM 2024-25 (7/1 - 5/1)</li> </ul>	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- Should have Third Period Cumulative ADM submitted (collection open April 24 to May 19; additional editing window open to all submitters will be June 5-13 to work on audits, and open by request only (email) from June 16 to August 22 allowed during accountability reporting validation period).</li> </ul>
<b>MAY 22 @ 2 PM</b>	TRAINING	Webinar: Training for Summer Validations (Student Enrollment, Regular Attenders, and Student Mobility Validations)	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <u>Training</u> page on the ODE District website.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
MAY 22 – 30	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Third Period Cumulative ADM 2024-25	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
MAY 22 – JULY 14	EVENT TYPE	Collection Window for: - Annual Cumulative ADM 2024-25 (7/1 - 6/30)	<b>Data Submitter</b> - Review business rules and instructions prior to submission on the <a href="#">ADM Collections</a> webpage. - Submit collection with common fields and collection-specific fields accurately filled for all applicable students. - Correct any error records after the file is processed. - Review collection summary report to verify data was submitted correctly. - Save a production download for your records. - Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.
MAY 23	ASSESSMENT ADMINISTRATION	Testing window closes for NAEP in schools selected for the NAEP 2025 age 17 long-term trend assessment	<b>District Test Coordinator</b> - Remind NAEP coordinators that the school must schedule a make-up session if less than 90% of selected students participate in NAEP testing.
MAY 23	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Staff Assignment 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471
MAY 26	INFORMATIONAL	ODE is closed for the Memorial Day holiday.	
MAY 29 – JULY 11	DATA COLLECTION	Collection Window for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>MAY 30</b>	TEST ORDERING & REPORTING	Last date for changes to be included in the initial posting of accountability data validations: <ul style="list-style-type: none"> <li>- Assessment test records</li> <li>- Third Period Cumulative ADM 2024-25</li> </ul>	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Should have Third Period Cumulative ADM submitted (collection open April 24 to May 19; additional editing window open to all submitters will be June 5-13 to work on audits, and open by request only (email) from June 16 to August 22 allowed during accountability reporting validation period).</li> </ul> <p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
<b>MAY 30</b>	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Institutions for Accountability Reports 2024-25</li> </ul>	Contact: <u>Amanda Leopard</u> 503-508-6472
<b>MAY 30</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: <ul style="list-style-type: none"> <li>- Third Period Cumulative ADM 2024-25</li> </ul>	Contact: <u>Amanda Leopard</u> 503-508-6472
<b>MAY 30 @ 11:59 PM</b>	DATA COLLECTION	Spring Collection Window Closes for: <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2024-25</li> </ul>	Contact: <u>Kim Miller</u> 971-239-9681
<b>MAY 30 @ 5 PM – JUNE 2</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) temporarily closed for processing	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- All 2024-25 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records.</li> <li>- 2024-25 Student Reports will also be unavailable during this time.</li> </ul>

## JUNE 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 3	TEST ORDERING & REPORTING	ELPA Summative preliminary student scores for tests completed April 1 - 11 available in Centralized Reporting System (CRS) pending comprehensive quality control	<p><b><i>District Test Coordinator</i></b></p> <ul style="list-style-type: none"> <li>- The CRS allows authorized users to view institution, personnel, roster, and individual student reports in table and graph forms; manage rosters; and access integrated information from ODE’s SSID and OSAS Portal systems.</li> <li>- Information from CRS should only be viewed as preliminary information. The only source for official scores is the ODE applications.</li> </ul>
JUNE 3	TEST ORDERING & REPORTING	<p>ELPA Summative records from tests completed April 1 - 11 posted to Assessment Record Updating Application (ARUA) on the ODE district secure website pending comprehensive quality control</p> <ul style="list-style-type: none"> <li>- Scores available for <u>Honoring High School Student Proficiency on ELPA Summative</u> (fully scored test records from Batch 4)</li> </ul>	<p><b><i>District Test Coordinator</i></b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that each English Learner has a score posted for the ELPA Summative.</li> <li>- Supply accommodation or administration codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Notify <u>Regional ESD Partner</u> if a student who completed the ELPA Summative does not have a score in the ARUA.</li> <li>- Decisions about retaining or exiting English Learner status should be made based on finalized score reports found in official ODE Data applications such as Secure Assessment Reports.</li> </ul>
JUNE 3 BY 9 AM	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) reopen (with non-participation virtual records generated from Spring Membership)	<p><b><i>District Test Coordinator</i></b></p> <p>Review test records in the ARUA to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> <li>- Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during the test window, home schooled students, etc.</li> <li>- Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the wrong school.</li> <li>- Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate.</li> <li>- Notify submitter of English Learners Collection if English Learners data on test records is incorrect.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 5 @ 2 PM	TRAINING	Webinar: Training for At-A-Glance Narrative Collection 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JUNE 5 – AUGUST 22	REPORT VALIDATION	Report Validation Window (based on Third Period Cumulative ADM Collection) for: <ul style="list-style-type: none"> <li>- Regular Attenders</li> <li>- Student Enrollment</li> </ul>	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Compare EverEL and EL data in Student Enrollment as you verify your ESEA Title III: English Learners 2024-25 collection. You will not be able to change these EL data after the spring collection closes.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> <li>- Video Training related to these validations is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JUNE 6 - 8	ASSESSMENT ADMINISTRATION	OSAS Test Delivery System (including Sample Tests), TIDE, and Centralized Reporting System (CRS) offline for scheduled maintenance	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- TDS, TIDE, and ORS will be offline for scheduled maintenance from 5 PM PT on Friday, June 6 until 7 PM PT on Sunday, June 8.</li> </ul>
JUNE 6 @ 5 PM – JUNE 9	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) temporarily closed for processing	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- All 2024-25 test records will be unavailable for download or editing in the ARUA in order to generate non-participation (virtual) records.</li> <li>- 2024-25 Student Reports will also be unavailable during this time.</li> </ul>
JUNE 9	TEST ORDERING & REPORTING	Test Status Change Deadline for ELPA Summative and Alt ELPA	<p><b>District Test Coordinator</b></p> <ul style="list-style-type: none"> <li>- Last day to submit test invalidation requests for ELPA Summative or Alt ELPA and have them reflected in CRS. Use the <a href="#">Test Impropriety and Irregularity Report Form</a> on the <a href="#">Assessment Administration</a> webpage.</li> <li>- Enter the appropriate administration code(s) in the ARUA.</li> <li>- ODE will flag test invalidation requests submitted after this date for manual updating in ODE data systems.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JUNE 10 BY 9 AM</b>	DATA VALIDATION	Assessment Record Updating Application (ARUA), Secure Assessment Reports (SAR) reopen (with non-participation virtual records generated from Spring Membership)	<p><b><i>District Test Coordinator</i></b></p> <p>Review test records in the ARUA to verify that demographic information in report reflects student demographics:</p> <ul style="list-style-type: none"> <li>- Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments and apply admin codes for students not enrolled during the test window, home schooled students, etc.</li> <li>- Notify submitter of Third Period Cumulative ADM Collection if virtual records represent students not enrolled on the first school day in May, reflect incorrect grade of enrollment of the student, or student was reported as enrolled at the wrong school.</li> <li>- Notify submitter of Third Period Cumulative ADM Collection if race/ethnicity, program flags, TAG, economically disadvantaged, full academic year, or district special education flags on test records are inaccurate.</li> <li>- Notify submitter of English Learners Collection if English Learners data on test records is incorrect.</li> </ul>
<b>JUNE 11 @ 10:30 AM</b>	TRAINING	Webinar: Spring English Learners Collection 2024-25 - Critical Validation training	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>JUNE 12 – 20</b>	DATA COLLECTION REVIEW	<p>Last Collection Editing Window for:</p> <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2024-25</li> <li>- Critical Validation - English Learners/Third Period Cumulative ADM</li> </ul>	<p><b><i>Data Submitter</i></b></p> <ul style="list-style-type: none"> <li>- Review business rules and instructions prior to submission on the <a href="#">Title III: English Learners</a> page on the ODE District website or the <a href="#">English Learners Data Collections</a> webpage.</li> <li>- Adjust records for exiting students.</li> <li>- Review collection summary report to verify data was submitted correctly.</li> <li>- Review the provided data sheet from ODE to determine which data collection (English Learners or Third Period Cumulative ADM) needs to be updated.</li> <li>- Information related to this collection is available on the <a href="#">Title III English Learners Data Collections</a> webpage.</li> <li>- <b>Data will finalize for reporting immediately following the close of this collection.</b></li> </ul> <p>Contact: Kim Miller 971-239-9681</p>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JUNE 12 – AUGUST 22</b>	REPORT VALIDATION	Assessment Report Validation Window for: <ul style="list-style-type: none"> <li>- English Language Arts Student Performance</li> <li>- Mathematics Student Performance</li> <li>- Science Next Gen Student Performance</li> </ul>	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- To validate assessment participation, performance, and growth data, go to the <a href="#">Achievement Data Insight</a> application on the district secure website.</li> <li>- Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
<b>JUNE 13 @ 5 PM</b>	DATA COLLECTION	REMINDER: Last day for transmitting Oregon Extended Assessment results to BRT: <ul style="list-style-type: none"> <li>- English Language Arts and Mathematics (Grades 3 - 8 and High School)</li> <li>- Science (Grades 5, 8, and 11)</li> </ul>	<b><i>Data Submitter</i></b> <ul style="list-style-type: none"> <li>- Transmit results of Oregon Extended Assessments via <a href="#">Oregon's Extended Assessment Training and Proficiency Site</a> on the BRT website.</li> </ul> <p><b><i>IMPORTANT:</i></b> <i>Extended Assessment results not transmitted by this date will be counted as non-participants in assessments and accountability reports.</i></p>
<b>JUNE 13 @ 11:59 PM</b>	ASSESSMENT ADMINISTRATION	REMINDER: Last day of assessment window for: <ul style="list-style-type: none"> <li>- English Language Arts and Mathematics (Grades 3 - 8 and High School)</li> <li>- Science (Grades 5, 8, and 11)</li> <li>- SEED Survey (all grades)</li> </ul>	
<b>JUNE 19</b>	INFORMATIONAL	ODE is closed for the Juneteenth holiday.	
<b>JUNE 20</b>	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> <li>- ESEA Title III: English Learners 2024-25</li> <li>- Critical Validation - English Learners/Third Period Cumulative ADM</li> </ul>	<b>Data will finalize for reporting immediately following the close of this collection.</b>  Contact: Kim Miller 971-239-9681
<b>JUNE 20</b>	TEST ORDERING & REPORTING	Test Status Change Deadline for ELA, Mathematics, and Science	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- Last day to submit test invalidation requests for ELA, Mathematics, or Science tests and have them reflected in CRS. Use the <a href="#">Test Impropriety and Irregularity Report Form</a> on the <a href="#">Assessment Administration</a> webpage.</li> <li>- Enter the appropriate administration code(s) in the ARUA.</li> <li>- ODE will flag test invalidation requests submitted after this date for manual updating in ODE data systems.</li> </ul>
<b>JUNE 26 @ 2 PM</b>	TRAINING	Webinar: School Accountability Details Reports 2024-25	To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JUNE 27	TEST ORDERING & REPORTING	Test records from Oregon Extended Assessments available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JUNE 27	TEST ORDERING & REPORTING	Test records from Science Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE district secure website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <u>Regional ESD Partner</u> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JUNE 30 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Class Schedule 2024-25	Contact: <u>Ryan Clark</u> 971-208-0471

## JULY 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 4	INFORMATIONAL	ODE is closed for the Independence Day holiday.	
JULY 10 @ 2 PM	TRAINING	Webinar: Training for Class Size Validation and Class Schedule Audits 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- To participate in the webinar, go to the <u>Training</u> page on the ODE District website.</li> </ul>
JULY 10 – 18	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Class Schedule 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- The collection will be open during this period to allow districts to verify and correct their data submission.</li> </ul>

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
JULY 10 – AUGUST 22	REPORT VALIDATION	Report Validation Window for: - Ninth Grade On-Track 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> <li>- Video Training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 10 – SEPTEMBER 19	DATA COLLECTION	Collection Window for: - At-A-Glance Narrative 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Video training related to this collection is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 10 – SEPTEMBER 19	REPORT VALIDATION	Report Validation Window for: - Class Size 2024-25	<p><b>Data Submitter</b></p> <ul style="list-style-type: none"> <li>- Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website.</li> <li>- Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.</li> <li>- Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.</li> </ul>
JULY 11	TEST ORDERING & REPORTING	Test records from ELA and Math Partial tests available in Assessment Record Updating Application (ARUA) on the ODE district secure website	<p><b>District Test Coordinator</b></p> <p>As test records are posted on the ODE District website:</p> <ul style="list-style-type: none"> <li>- Verify that the demographic information on posted test records is correct, including program participation.</li> <li>- Correct error records.</li> <li>- Supply accommodation codes if necessary.</li> <li>- Notify <a href="#">Regional ESD Partner</a> if a posted record is not from a district student.</li> <li>- Apply administration codes for students not enrolled during the test window, home schooled students, etc.</li> </ul>
JULY 11 @ 11:59 PM	DATA COLLECTION	Collection Window Closes for: - Ninth Grade On-Track 2024-25	Contact: <a href="#">Ryan Clark</a> 971-208-0471

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JULY 11 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>JULY 14 @ 11:59 PM</b>	DATA COLLECTION	Collection Window Closes for: - Annual Cumulative ADM 2024-25	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
<b>JULY 17 – 25</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window for: - Annual Cumulative ADM 2024-25	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.  (Collection will be reopened for all districts to review the Audits list July 17-25. After July 25, full collection available for editing by request only.)
<b>JULY 18</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Class Schedule 2024-25	<b>Data Submitter</b> - The collection will be closed to audit reviews.
<b>JULY 18 @ 5 PM</b>	ASSESSMENT ADMINISTRATION	Test Information Distribution Engine (TIDE) of OSAS Portal offline for school year rollover	<b>District Test Coordinator</b> - The Test Information Distribution Engine (TIDE) will be offline on Friday, July 18 at 5 PM PT for the school year rollover.
<b>JULY 18 @ 11:59 PM</b>	ASSESSMENT ADMINISTRATION	REMINDER: Last day for ELPA Screener, Interims testing for 2024-25	<b>District Test Coordinator</b> - The testing window closes at 11:59 PM.
<b>JULY 24 – AUGUST 22</b>	REPORT VALIDATION	Report Validation Window for: - On Track to English Language Proficiency (ELP) 2024-25	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
<b>JULY 24 – OCTOBER 6</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary School Accountability Details 2024-25	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 25</b>	DATA COLLECTION AUDIT REVIEW	Data Collection Audit Review Window Closes for: - Annual Cumulative ADM 2024-25	<b>Data Submitter</b> - The collection will be closed to audit reviews.  (After July 25, full collection available for editing by request only.)

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>JULY 31 @ 2 PM</b>	TRAINING	Webinar: At-A-Glance School & District Profiles 2024-25	To participate in the webinar, go to the <a href="#">Training</a> page on the ODE District website.
<b>JULY 31 – AUGUST 22</b>	REPORT VALIDATION	Report Validation Window for: - Student Mobility 2024-25	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission. - Video Training related to this validation is available on the <a href="#">Training</a> page on the ODE District website.
<b>JULY 31 – OCTOBER 6</b>	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2024-25	- Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.

## AUGUST 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 13 @ 5 PM</b>	ACCOUNTABILITY REPORTS	School and District Accountability Appeals Due to ODE	<b>Superintendent</b> - Request an appeal, if appropriate, using the appeal form available in the Accountability Appeals section of the <a href="#">At-A-Glance School and District Profiles</a> or <a href="#">Accountability Details</a> webpage.
<b>AUGUST 14 – 22</b>	REPORT VALIDATION	Report Validation Window for: - Secure Test Results for 2024-25 (to be released to the public and press release in September 2025)	<b>District Test Coordinator</b> If the district has made changes to assessment test records in Assessment Record Updating Application (ARUA) after August 8: - Review preliminary Secure Test Results posted on the Oregon Department of Education district secure website to verify that demographic information in the report reflects student demographics. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Review virtual records for students reported in Third Period Cumulative ADM who did not participate in required state assessments, and apply administration codes in the ARUA for students not enrolled during the test window, home schooled students, etc.

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 14 – SEPTEMBER 12</b>	REPORT VALIDATION	Report Validation Window for: - Teacher Qualification 2024-25	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
<b>AUGUST 21 – SEPTEMBER 15</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: - Discipline Incidents 2024-25 - Restraint and Seclusion Incidents 2024-25 - Seclusion Rooms 2024-25	<b>Data Submitter</b> - The collection will be open during this period to allow districts to verify and correct their data submission.
<b>AUGUST 21 – SEPTEMBER 15</b>	REPORT VALIDATION	Report Validation Window for: - Unsafe Schools (based on Discipline Incidents Collection) 2024-25	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on the ODE District website. - Use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
<b>AUGUST 22</b>	REPORT VALIDATION	Report Validation Window Closes for: - Regular Attenders - Student Enrollment - Ninth Grade On-Track - Student Mobility - On Track to ELP	<b>Data Submitter</b> - Check that all schools in the district are included in the validation and that data is accurately reported and complete for each school. Go to the <a href="#">Achievement Data Insight</a> application on ODE District website. - Contact your <a href="#">Regional ESD Partner</a> or use the Ask a Question button in the validation if a collection needs to be opened in order to correct a prior data submission.
<b>AUGUST 22 @ 5 PM</b>	REPORT VALIDATION	Assessment Report Validation Window Closes for: - English Language Arts Student Performance - Mathematics Student Performance - Science Student Performance	<b>District Test Coordinator</b> - Validation windows close at 5 PM.
<b>AUGUST 22</b>	DATA COLLECTION	Last date for changes to be included in final Accountability Details and Assessment Group Reports: - 2024-25 Assessment test records - Third Period Cumulative ADM 2024-25	

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>AUGUST 22 @ 5 PM – AUGUST 25</b>	ACCOUNTABILITY REPORTS	Assessment Record Updating Application (ARUA), Secure Assessment Reports closed for final processing	<b><i>District Test Coordinator</i></b> <ul style="list-style-type: none"> <li>- All 2024-25 assessment records will be unavailable for download or editing.</li> <li>- 2024-25 Student Reports will also be unavailable during this time.</li> <li>- 2024-25 assessment records will remain READ-ONLY after August 22.</li> </ul>
<b>AUGUST 26 BY 9 AM</b>	INFORMATIONAL	ARUA, Secure Assessment Reports reopen (All subjects read-only for 2024-25)	
<b>AUGUST 28 – SEPTEMBER 5</b>	DATA COLLECTION REVIEW	Data Collection Review Window for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2024-25</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471

## SEPTEMBER 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
<b>SEPTEMBER 1</b>	INFORMATIONAL	ODE is closed for the Labor Day holiday.	
<b>SEPTEMBER 5</b>	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> <li>- Ninth Grade On-Track 2024-25</li> </ul>	Contact: <a href="#">Ryan Clark</a> 971-208-0471
<b>SEPTEMBER 12</b>	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Teacher Qualification 2024-25</li> </ul>	Contact: <a href="#">Jon Wiens</a> 503-931-7682
<b>SEPTEMBER 15</b>	DATA REPORTING	REMINDER: Last day to submit requests for new Institution IDs for the 2025-26 school year	Contact: <a href="#">Amanda Leopard</a> 503-508-6472
<b>SEPTEMBER 15</b>	DATA COLLECTION REVIEW	Data Collection Review Window Closes for: <ul style="list-style-type: none"> <li>- Discipline Incidents 2024-25</li> <li>- Restraint and Seclusion Incidents 2024-25</li> <li>- Seclusion Rooms 2024-25</li> </ul>	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>SEPTEMBER 15</b>	REPORT VALIDATION	Report Validation Window Closes for: <ul style="list-style-type: none"> <li>- Unsafe Schools (based on Discipline Incidents Collection) 2024-25</li> </ul>	Contact: <a href="#">Lisa Joy Bateman</a> 503-569-2951
<b>SEPTEMBER 19</b>	DATA COLLECTION	Collection Window Closes for: <ul style="list-style-type: none"> <li>- At-A-Glance Narrative 2024-25</li> </ul>	Contact: <a href="#">Bianca Llamas</a> 971-208-0437

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
SEPTEMBER TBA	DATA REPORTING	REMINDER: 2024-25 Test Results available on <a href="#">ODE public website</a>	<b>Superintendent</b> - Prepare a local press release, if necessary.
SEPTEMBER 26	REPORT VALIDATION	Report Validation Window Closes for: - Class Size 2024-25	Contact: <a href="#">Robin Stalcup</a> 971-208-0241
SEPTEMBER 26	DATA COLLECTION	Collection Window Closes for: - IUID (Instructional Unit Identifier) 2024-25	Contact: <a href="#">Robin Stalcup</a> 971-208-0241

## OCTOBER 2025

DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
OCTOBER 6	REPORT VALIDATION	Report Validation Window for: - Preliminary At-A-Glance School & District Profiles 2024-25 - Preliminary School Accountability Details 2024-25	Video Training related to collections and validations is available on the <a href="#">Training</a> page on the ODE District website.
OCTOBER 9	ACCOUNTABILITY REPORTS	Final 2024-25 At-A-Glance School & District Profiles and Accountability Details available for preview in the <a href="#">Achievement Data Insight</a> application on the ODE District website	<b>Superintendent</b> - Prepare a local press release, if necessary.
TBA	ACCOUNTABILITY REPORTS	Webinar on Release of At-A-Glance School & District Profiles and Accountability Details	<b>Superintendent, Principals, Data Submitters</b> - Webinar to provide school district staff with a preview of Oregon's At-A-Glance School and District Profiles and Accountability Details
TBA	ACCOUNTABILITY REPORTS	Public Release of: - Final 2024-25 At-A-Glance School & District Profiles and Accountability Details	<b>Superintendent</b> - Prepare local press release, if necessary. <b>District Test Coordinator</b> - Download school and district reports for 2024-25 for distribution to parents prior to January 15, 2026. Go to the <a href="#">At-A-Glance School and District Profiles</a> webpage.
TBA	ACCOUNTABILITY REPORTS	Class Size report for 2024-25 posted on ODE public website	Download the Class Size report from the <a href="#">Class Size Report</a> webpage.
TBA	ACCOUNTABILITY REPORTS	Student Enrollment report for 2024-25 posted on ODE public website	Download the Student Enrollment report from the <a href="#">Student Enrollment Reports</a> webpage.

# 2024-2025 REPORTING/EDITING OF OREGON ASSESSMENT RESULTS

Updated 9/5/2024

District Website: <https://odedistrict.oregon.gov/>

ODE Public Website: <https://www.oregon.gov/ode>

## Reporting of Statewide Assessment Results

<b>Test Type / Subject</b>	<b>Preliminary Student Scores</b> available in Centralized Reporting System	<b>Records available on ODE District website</b> for Downloading & Editing (ARUA)	<b>Downloading &amp; Reporting</b> (Accountability Warehouse Extract) <b>Individual Student Reports &amp; Class Rosters</b> (Secure Assessment Reports)
<b>Science</b> - including Braille	February 4, 2025 Within one business day of test completion	February 6, 2025 Within two business days of test completion	February 7, 2025 Within three business days of test completion
<b>English Language Arts, Mathematics</b>	High School – March 18, 2025 Grades 3-8 – April 15, 2025 Within ten business days of test completion	High School - March 18, 2025 Grades 3-8 – April 15, 2025 Within one business day of posting in CRS	High School - March 18, 2025 Grades 3-8 – April 15, 2025 Within one business day of posting in the ARUA
<b>Oregon Extended Assessments</b> (English Language Arts, Mathematics, Science)	N/A	June 27, 2025	June 27, 2025
<b>ELPA (English Language Proficiency Assessment) Summative</b> – including Remote administration <b>Alt ELPA</b>	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025	March 17, 2025 April 8, 2025 May 12, 2025 June 3, 2025

<b>Preliminary or Final</b>	<b>Secure Test Results (ADI - AGR Summary tab)</b> available on <b>District website</b> (unsuppressed) <a href="https://district.ode.state.or.us/apps/AchvmentDataInsight/">https://district.ode.state.or.us/apps/AchvmentDataInsight/</a>	<b>Public Test Results</b> available on <b>ODE public website</b> (suppressed) <a href="https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx">https://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Results.aspx</a>
<b>Test Results - Preliminary</b> (Preview for districts only - unsuppressed)	August 14 - 2, 2025	
<b>Test Results - Final</b>	August 28, 2025	September TBA, 2025

# 2024-2025 REPORTING OF OREGON ASSESSMENT RESULTS

Updated 9/5/2024

District Website: <https://odedistrict.oregon.gov/>

ODE Public Site: <https://www.oregon.gov/ode>

## Reporting of School and District At-A-Glance and Accountability Details

<b>Event</b>	<b>Dates</b>
<b>Accountability Data Elements</b> - Validation available on <b>District secure website</b>	March 27 - September 19, 2025
<b>Preliminary reports available on District secure website for:</b> - School Accountability Details	July 24 – October 6, 2025
<b>Preliminary reports available on District secure website for:</b> - At-A-Glance School & District Profiles	July 31 – October 6, 2025
<b>LAST DATE for changes to STUDENT COLLECTIONS and TEST RECORDS reflected in Final At-A-Glance Profiles and Accountability Detail reports</b>	August 22, 2025
<b>District Preview</b> <b>Final</b> School & District At-A-Glance Profiles and Accountability Detail reports available on <b>District secure website</b>	October 9, 2025
<b>Public Release</b> <b>Final</b> School & District At-A-Glance Profiles and Accountability Detail reports posted on <b>Oregon Department of Education public website</b>	TBA, 2025

## Revision History:

Date	Description	Page(s)
09/23/2024	Revised: Date for Last day of Braille Order Window for ELPA Summative to October 1	12
09/23/2024	Revised: Date for 2023-24 Test Results available on ODE public website to October TBA	13
09/23/2024	Revised: Date for Webinar Training for Cumulative ADM Exit Adjustment 2023-24 and Dropout Reporting to October 3, 2024	13, 14
10/16/2024	Revised: Date for 2023-24 Test Results available on ODE public website to October 3, 2024	12
10/16/2024	Revised: Date for 2024-25 Online Sample Tests available through the OSAS Portal to October 29, 2024	15
10/16/2024	Added: Date for Testing window closes for NAEP in schools selected for the NAEP 2025 age 13 long-term trend assessment	19
10/21/2024	Revised: Date for Spring Collection Window Closes for ESEA Title III: English Learners 2024-25 to May 30, 2025	38
11/21/2024	Revised: Date for Webinar on Release of At-A-Glance School & District Profiles and Accountability Details to November 19, 2024	17
11/21/2024	Revised: Date for Public Release of At-A-Glance School & District Profiles and Accountability Details to November 21, 2024	17
11/21/2024	Revised: Date for Class Size report for 2023-24 posted on ODE public website to November 21, 2024	18
11/21/2024	Revised: Date for Student Enrollment report for 2023-24 posted on ODE public website to November 21, 2024	18
11/21/2024	Deleted: Date for Webinar Training for Staff Position Collection on November 26, 2024	18

vi. Regular Attenders Report

# REGULAR ATTENDERS

>90% Positive Attendance

Grade Level	Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #		Enrollment #	
	01-Oct		01-Nov		01-Dec		01-Jan		01-Feb		01-Mar		01-Apr		01-May	
KG	14	64.29%	12	83.33%	13	61.53%										
1st	13	92.31%	13	61.53%	12	50.00%										
2nd	33	78.78%	33	78.78%	33	69.69%										
3rd	32	81.25%	31	80.64%	31	74.19%										
4th	24	62.50%	22	63.63%	23	60.86%										
5th	26	73.07%	26	80.76%	28	67.85%										
6th	17	70.59%	17	58.82%	16	43.75%										
7th	17	82.35%	17	76.47%	17	70.58%										
8th	15	80.00%	15	80.00%	15	80.00%										
9th	11	54.54%	10	50.00%	10	50.00%										
10th	16	93.75%	16	81.25%	16	81.25%										
11th	10	70.00%	10	70.00%	10	60.00%										
12th	11	36.36%	11	45.45%	11	36.36%										
Schoolwide	239	72.29%	233	70.05%	235	62.00%	0	#DIV/0!								

- b. K-5 LaHO Principal Report  
**Speaker(s):** Heather Shunk

# ALSEA SCHOOL DISTRICT BOARD REPORT

**Name:** Heather Shunk **Position:** Principal

**BOARD MEETING DATE:** December, 2024

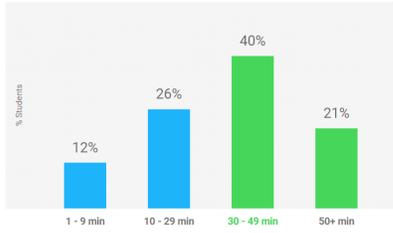
[Link for November Assembly Slide Deck](#) - Fun Family Photos (staff and students), Thanksgiving, Gratitude Jar Challenge, 90% or Better Attendance, Reading, Math Awards, Words of Encouragement - parent submissions, November Character Trait: "INTEGRITY".

[Link for December 2024 School-Wide Newsletter](#)

## I-Ready Math

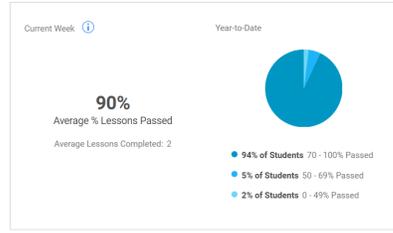
Students Using Instruction/Total (Current Week): 57/68

Lesson Time-on-Task Current Week



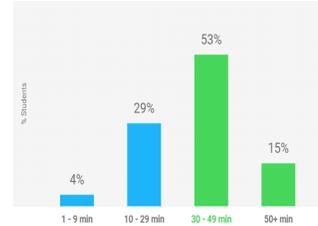
Students Completing Lessons/Total (YTD): 62/68

i-Ready Lessons Passed i-Ready Pro not included

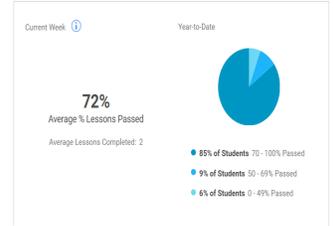


## I-Ready Reading

Lesson Time-on-Task Current Week



i-Ready Lessons Passed i-Ready Pro not included



## Community Engagement & Academic Focus

**December Community Kindness Campaign:** Students and families are participating in a month-long kindness challenge. Activities included writing thank-you notes, helping neighbors, and contributing to local charities. This initiative helped reinforce the importance of empathy, our December character trait chosen by our 4th/5th graders.

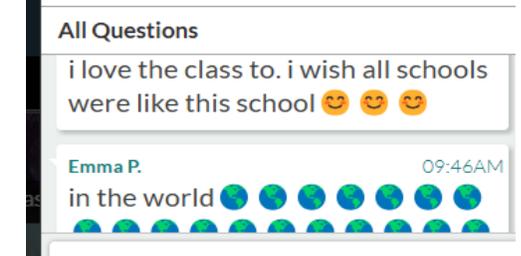
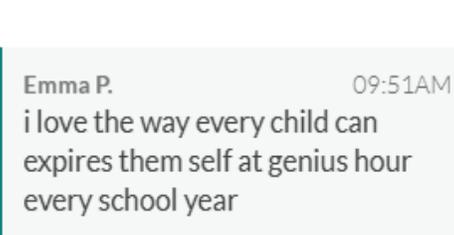
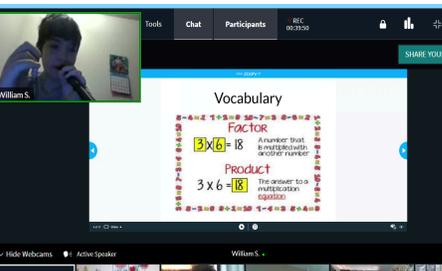
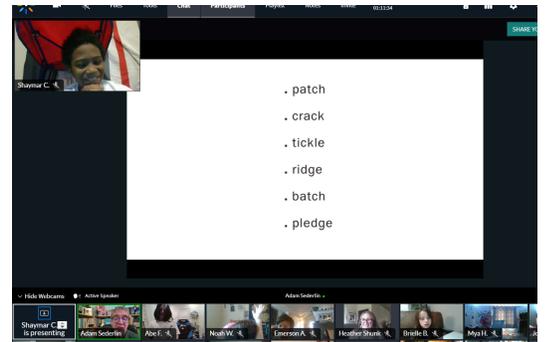
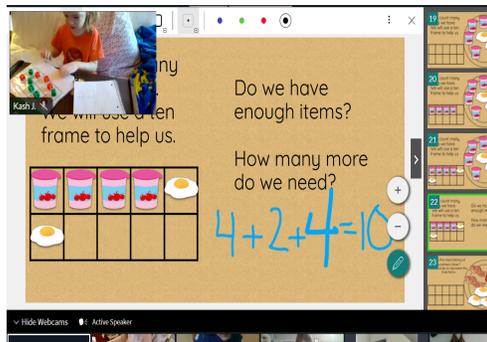
**Parent Support and Collaboration:** Parents have been actively involved in supporting students' Genius Hour passion projects, helping rehearse presentations and encouraging creativity.

**Winter Break Reading Challenge:** To maintain literacy momentum over the break, students are logging into the Literacy Footprints Library and participating in the December Marshmallow Reading Challenge. This program aligns with our foundational literacy goals.

**Genius Hour Passion Projects:** Students have started presenting their passion projects, showcasing creativity, research skills, and presentation abilities. Highlights include Abe's model of Greenland and his detailed research presentation (below).

## Looking Ahead

As we move into 2025, our goals include deepening student engagement through personalized learning plans, expanding parent and community collaboration, and continuing to foster a culture of kindness, empathy, and academic excellence. We remain committed to providing a supportive, innovative, and inclusive learning environment for every student. Thank you for your continued support of Learn at Home Oregon. Please feel free to reach out with any questions or suggestions as we work together to make 2025 a successful year for our school community.



- c. Athletics and Activities Report  
**Speaker(s):** Joe Harris

## Board Report – 12/10/24

### Summary:

The Alsea Project will start on December 12. We have 11 individuals that have shown interest in being on our committee for development of Alsea school's Positive Behavior Intervention and Support initiative. This will be the planning process, and the hope is to have implementation ready for the 25-26 School year. If there are any community members interested in working with us on this endeavor, please let me know by email and I will add you to our list. We are fortunate to have Mark Summers and Alex Nalivaiko from the ESD working with us.

Basketball is in full swing now. MS boys and girls have had some success and are the largest group in the league. It is exciting to see all the interest in our program. HS as well, have gotten underway and I want to encourage everyone to come out to support these programs, it means a lot to our athletes. Our varsity boys are traveling overnight to play a couple of games with Gold Beach and Glendale. The boys team has JV and Varsity this year, and so I have been reaching out to the other schools to move up the start times. This helps to get everyone home a little earlier, especially when we have long trips.

Winter sports pictures will be on December 19 from 1:30 to 3pm. If you have not received this information, please let the athletic office know. We will be printing the Senior banners so we can have those hanging in the gym for the season. The banners are no cost to the student or family.

All HS and MS basketball game dates and times are on the Events calendar. I know there has been some questions about times and such to this point. Not all the schools in our league have A and B teams for MS, and some didn't know up until last week. So getting those start times and confirming have been a challenge. Most of our league teams are set now and you should be able to see those on the calendar from here on. Please be aware that times and events may change, and I will do my best to get that information out as soon as possible.

I have reached out to the NFHS network so that we can get our games scheduled. Please be patient, but games should be available shortly.

If anyone is interested in volunteering to help with the Clemens tournament, Dec. 26-28, we could use help. We will need help with concessions, hospitality, clock, scoring, and gate. I could also use some volunteers for regular season games with clock and such, so please let me know if you can help.

If you have any questions, please let me know.

- d. Business Manager Report  
**Speaker(s):** Don Staehely

## Financial Summary – November 30, 2024

### General Fund Resources

- State School Support – As with last month, the financial statements reflect projected figures for 23-24 and 24-25 using final attendance figures and transportation mileage and expenses for 23-24, and projected figures based on first quarter ADM for 24-25. It is estimated the district will owe \$6,000 for 24-25 and the state payments for 24-25 will be reduced by \$670,000 compared to initial payments and \$434,601 compared to budget. The final allocation for 23-24 will not be made until May 25; however, the ODE will adjust the 24-25 figures in January based on the 2<sup>nd</sup> quarter figures.
- Property taxes – the statements reflect tax turnover through November 30. 80% of the current levy has been received.
- 1510 - Earnings on investments – The earnings rate with the Local Government Investment Pool (LGIP) is 4.99%. The district presently is earning \$30,000 per month but this will be declining as the district uses beginning cash to maintain programs.
- No changes in the other revenues.

### General Fund Expenditures

- All salaries and benefits have been encumbered, as well as projections for substitutes and additional salaries are included in the financial statements. The substitute and additional salaries are based on the average for September through November and annualized through June.
- The district received preliminary figures for cost of service paid to Linn Benton Lincoln ESD beyond the funding allocation to the district, which is estimated at \$63,188. Those costs are reflected in Support Services (2142,2152, and 2160).
- Function 2113 – Social Work Services – represents salary and benefits expenditures that are reimbursed by the Pre School-Program.

### Special Revenue

#### Changes

- 252 – High School Succes M98 – Yr 2 – The allocation has been increased from \$86,437 to \$98,065/
- 272 – TAP Grant – Seismic – all work has been completed. The vendor is completing the final report for the ODE, as well as the final invoice. Once received, the district will be reimbursed the \$25,000 from the ODE.
- No additional changes compared to the October financial statements.

### Food Service Program

- Included are the financial statements, student participation, and per meal breakdown through 11/30/24. The attached statement reflects the participation by month, with the annual participation at 67.4% of the students are participating in the breakfast program; 64.6% in the lunch program.
- The projected transfer from the General Fund will be approximately \$62,553. The average cost per meal is \$5.75 while reimbursement is \$3.94.

### Debt Service

- As with the General Fund, 80% of the levy has been received.
- The 1<sup>st</sup> interest payment was made in October, with the 2<sup>nd</sup> interest payment and principal payment made in April.

### Capital Projects

- 400 – Capital Projects - reflects interest received on monies at the LGIP. Expenditures are the replacement of the windows and architectural services for the kitchen. Currently, the fund has a projected balance of \$273,262.
- 410 - Bond 2021 and OSCIM Grant – The district will be receiving the final invoice for the HVAC upgrade in December and make the final claim on the OSCIM grant.
- 430 – Seismic Rehabilitation – represents approved service contracts. The district has submitted the 1<sup>st</sup> and 2<sup>nd</sup> claim to the Oregon Business Development Department. Per the grant, claims will be made after each month's end. The 1<sup>st</sup> claim payment has been processed by Oregon Business Development and will be received this week.

### Unemployment Reserve

- The 1<sup>st</sup> quarter unemployment invoice totaled \$2,818. However, the new law has just been implemented.
- The current balance to cover future claims is \$118,452.

**GENERAL FUND  
STATEMENT OF RESOURCES  
FOR THE FISCAL YEAR 2024-25  
As of November 30 ,2024**

<u>LINE</u>	<u>SOURCE</u>	<u>BUDGET</u>	<u>Y-T-D 11/30/2024</u>	<u>PROJECTED</u>	<u>TOTAL 11/30/2024</u>	<u>BALANCE OVER/(UNDER)</u>	
<b>STATE SCHOOL SUPPORT FORMULA</b>							
1	1111	CURRENT YEAR'S TAXES	\$ 528,200.00	\$ 424,467.51	99,732.49	\$ 524,200.00	\$ (4,000.00)
2	1112	PRIOR YEAR'S TAXES	1,000.00	3,312.95	1,687.05	5,000.00	4,000.00
3	1114	OTHER TAXES	-	3.45	-	3.45	3.45
4	1190	INTEREST ON TAX COLLECTIONS	800.00	195.79	604.21	800.00	-
5	2101	COUNTY SCHOOL FUND	-	-	-	-	-
6	3103	COMMON SCHOOL FUND	41,205.00	-	41,275.96	41,275.96	70.96
7	3101	STATE SCHOOL SUPPORT FUND	4,527,702.00	2,381,055.00	1,711,971.04	4,093,026.04	(434,675.96)
8	4801	FEDERAL FOREST FEES	-	-	-	-	-
9		<b>TOTAL 2024-25 SSSF SOURCES (Line 1 - Line 8)</b>	<b>5,098,907.00</b>	<b>2,809,034.70</b>	<b>1,855,270.75</b>	<b>4,664,305.45</b>	<b>(434,601.55)</b>
<b>STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)</b>							
10		STATE SCHOOL SUPPORT FUND 23-24		-	(5,866.00)	(5,866.00)	(5,866.00)
11		HIGH COST GRANT			-	-	-
12		<b>TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)</b>	<b>-</b>	<b>-</b>	<b>(5,866.00)</b>	<b>(5,866.00)</b>	<b>(5,866.00)</b>
13		<b>TOTAL SSSF SOURCES (Line 9 + Line 12)</b>	<b>5,098,907.00</b>	<b>2,809,034.70</b>	<b>1,849,404.75</b>	<b>4,658,439.45</b>	<b>(440,467.55)</b>
<b>NON STATE SCHOOL SUPPORT FORMULA SOURCES</b>							
<b>LOCAL SOURCES</b>							
14	1510	EARNINGS ON INVESTMENTS	50,000.00	170,269.42	79,730.58	250,000.00	200,000.00
15	1710	ADMISSIONS - GATE FEES	7,500.00	2,117.00	7,500.00	9,617.00	2,117.00
16	1760	FUND RAISING	-	-	-	-	-
17	1910	RENTAL INCOME	3,600.00	1,920.00	1,680.00	3,600.00	-
18	1943	SERVICES PROVIDED CHARTER SCHOOLS	72,198.00	15,250.37	56,947.63	72,198.00	-
19	1960	RECOVER PRIOR YEAR'S EXPENDITURES	-	-	-	-	-
20	1920	DONATIONS	-	-	-	-	-
21	1980	FEES CHARGED OTHER GRANTS	-	-	-	-	-
22	1990	MISCELLANEOUS REVENUE	24,800.00	8,673.92		8,673.92	(16,126.08)
23		<b>TOTAL LOCAL SOURCES (Line 14 - Line 22)</b>	<b>158,098.00</b>	<b>198,230.71</b>	<b>145,858.21</b>	<b>344,088.92</b>	<b>185,990.92</b>
<b>OTHER SOURCES</b>							
24	2102	REVENUE THROUGH ESD	7,600.00	-	7,600.00	7,600.00	-
25	2199	OTHER INTERMEDIATE SOURCES	-	-	-	-	-
26	3203	SPECIAL EDUCATION PROGRAMS	-	-	-	-	-
27	5300	INSURANCE REIMBURSEMENT	-	-	-	-	-
28	5400	BEGINNING CASH	6,700,000.00	6,713,839.00		6,713,839.00	13,839.00
29		<b>TOTAL OTHER SOURCES (Line 24 - Line 28)</b>	<b>6,707,600.00</b>	<b>6,713,839.00</b>	<b>7,600.00</b>	<b>6,721,439.00</b>	<b>13,839.00</b>
30		<b>TOTAL NON SSSF SOURCES (Line 23 + Line 29)</b>	<b>6,865,698.00</b>	<b>6,912,069.71</b>	<b>153,458.21</b>	<b>7,065,527.92</b>	<b>199,829.92</b>
31		<b>TOTAL RESOURCES (Line 13 + Line 30)</b>	<b>\$ 11,964,605.00</b>	<b>\$ 9,721,104.41</b>	<b>\$ 2,002,862.96</b>	<b>\$ 11,723,967.37</b>	<b>\$ (240,637.63)</b>

**GENERAL FUND  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2024-25  
As of November 30 ,2024**

		<u>BUDGET</u>	<u>ACTUAL Y-T-D</u>		<u>TOTAL 11/30/2024</u>	<u>BALANCE FAVORABLE/ (UNFAVORABLE)</u>	<u>--%-- COMMITTED</u>
			<u>11/30/2024</u>	<u>ENCUMBERED</u>			
<b>INSTRUCTION</b>							
1111	Elementary, K-5	\$ 1,336,914.00	\$ 293,409.11	\$ 877,518.61	\$ 1,170,927.72	\$ 165,986.28	
1113	Elementary Extra-curricular	3,864.00	-	2,856.67	2,856.67	1,007.33	
1121	Middle/Junior High Programs	271,397.00	68,407.24	196,028.48	264,435.72	6,961.28	
1122	Middle/Junior High School Extra-curricular	36,686.00	16,180.85	12,356.37	28,537.22	8,148.78	
1131	High School Programs	390,968.00	101,916.43	275,284.33	377,200.76	13,767.24	
1132	High School Extra-curricular	149,995.00	45,177.81	48,032.78	93,210.59	56,784.41	
1250	Less Restrictive Programs: Students w/ Disability	636,673.00	91,595.47	223,001.32	314,596.79	322,076.21	
1291	English Second Language Programs	8,359.00	430.62	999.86	1,430.48	6,928.52	
<b>TOTAL INSTRUCTION</b>		<b>2,834,856.00</b>	<b>617,117.53</b>	<b>1,636,078.42</b>	<b>2,253,195.95</b>	<b>581,660.05</b>	<b>79.48%</b>
<b>SUPPORT SERVICES</b>							
2113	Social Work Services	-	1,280.40	4,034.06	5,314.46	(5,314.46)	
2114	Student Accounting Services	28,801.00	12,198.99	17,386.86	29,585.85	(784.85)	
2134	Nurse Services	12,000.00	4,578.24	4,563.00	9,141.24	2,858.76	
2142	Psychological Testing Services	50,200.00	-	13,425.00	13,425.00	36,775.00	
2152	Speech Pathology Services	65,900.00	-	26,908.00	26,908.00	38,992.00	
2160	Other Student Treatment Services	39,500.00	-	22,855.00	22,855.00	16,645.00	
2190	Service Direction, Student Support Services	82,526.00	19,362.96	38,875.47	58,238.43	24,287.57	
2210	Improvement of Instruction Services	-	154.96	-	154.96	(154.96)	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	4,368.00	1,436.04	2,856.39	4,292.43	75.57	
2240	Instructional Staff Development	26,000.00	123.60	-	123.60	25,876.40	
2310	Board of Education Services	161,200.00	21,899.95	26,995.20	48,895.15	112,304.85	

**GENERAL FUND  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2024-25  
As of November 30 ,2024**

			<u>ACTUAL</u>			BALANCE	
			Y-T-D		TOTAL	FAVORABLE/	--%--
		<u>BUDGET</u>	<u>11/30/2024</u>	<u>ENCUMBERED</u>	<u>11/30/2024</u>	<u>(UNFAVORABLE)</u>	<u>COMMITTED</u>
2321	Office of the Superintendent Services	266,441.00	105,779.41	119,608.09	225,387.50	41,053.50	
2410	Office of the Principal Services	502,660.00	144,617.55	303,647.86	448,265.41	54,394.59	
2520	Fiscal Services	355,450.00	97,615.92	142,763.42	240,379.34	115,070.66	
2540	Operation and Maintenance of Plant Services	609,241.00	210,901.20	176,626.06	387,527.26	221,713.74	
2550	Student Transportation Services	1,009,576.00	294,788.38	470,053.51	764,841.89	244,734.11	
2660	Technology Services	117,316.00	20,750.34	20,540.02	41,290.36	76,025.64	
2700	Supplemental Retirement Program	-	-	-	-	-	
<b>TOTAL SUPPORT SERVICES</b>		<b>3,332,429.00</b>	<b>935,487.94</b>	<b>1,391,137.94</b>	<b>2,326,625.88</b>	<b>1,005,803.12</b>	<b>69.82%</b>
<b>OTHER REQUIREMENTS</b>							
5200	Transfers of Funds						
5200 790	Food Service	123,405.00	-	62,552.63	62,552.63	60,852.37	
5200 792	Bus Fund	140,002.00	-	140,002.00	140,002.00	-	
5200 794	Capital Projects	700,000.00	-	-	-	700,000.00	
6110	Operating Contingency	500,000.00	-	-	-	500,000.00	
7000	Unappropriated Ending Fund Balance	4,333,913.00	-	-	-	4,333,913.00	
<b>TOTAL OTHER REQUIREMENTS</b>		<b>5,797,320.00</b>	<b>-</b>	<b>202,554.63</b>	<b>202,554.63</b>	<b>5,594,765.37</b>	<b>3.49%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 11,964,605.00</b>	<b>\$ 1,552,605.47</b>	<b>\$ 3,229,770.99</b>	<b>\$ 4,782,376.46</b>	<b>\$ 7,182,228.54</b>	<b>39.97%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>			<b>\$ 6,941,590.91</b>	<b>\$ 6,941,590.91</b>	

**SPECIAL REVENUE FUNDS**  
**STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS**

			REVENUE						EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
200	Donations			\$ 3,132.95	\$ -	-		\$ 3,132.95	\$ 358.81	\$ 500.00	\$ 858.81	\$ 2,274.14
203	Title I-A	9/30/2024	10,797.33	-		10,797.33		10,797.33	10,797.33		10,797.33	
203	Title I-A	9/30/2025	50,857.00		6,784.74	44,072.26		50,857.00	14,466.90	29,328.53	43,795.43	
203	<b>Total Title I</b>		<b>61,654.33</b>		<b>6,784.74</b>	<b>54,869.59</b>		<b>61,654.33</b>	<b>25,264.23</b>	<b>29,328.53</b>	<b>54,592.76</b>	<b>7,061.57</b>
205	Small Rural School Achievement (SRSA)	9/30/2025	54,607.00	-	39,954.58	14,652.42		54,607.00	44,354.58	-	44,354.58	10,252.42
207	Youth Transition Program	9/15/2024	4,972.97	-	4,972.97	-		4,972.97	4,972.97	-	4,972.97	-
207	Preemployment Transition Program	6/30/2025	40,000.00		5,475.00	34,525.00		40,000.00	1,499.94	-	1,499.94	38,500.06
208	E-Rate			26,354.88	-	-		26,354.88	26,204.57	-	26,204.57	150.31
210	IDEA Part B 611	9/30/2024	18,267.60	-		18,267.60		18,267.60	12,767.37	5,500.23	18,267.60	-
210	IDEA Part B 611	9/30/2026	59,957.87		-	59,957.87		59,957.87	6,058.94	53,898.93	59,957.87	-
210	<b>Total IDEA Part B 611</b>		<b>78,225.47</b>		<b>-</b>	<b>78,225.47</b>		<b>78,225.47</b>	<b>18,826.31</b>	<b>59,399.16</b>	<b>78,225.47</b>	<b>-</b>
	IDEA Part B, Section 619 PassThru 2022-23	9/30/2025	3,119.00		-	3,119.00		3,119.00	-	-	-	-
216	<b>Total IDEA Part B 619</b>		<b>3,119.00</b>		<b>-</b>	<b>3,119.00</b>		<b>3,119.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,119.00</b>
220	Title II-A - Teacher Quality 23-24	9/30/2024	5,305.66	-	5,305.66	-		5,305.66	5,305.66	-	5,305.66	-
220	Title II-A - Teacher Quality 23-24	9/30/2025	7,236.00		-	7,236.00		7,236.00	1,153.11	-	1,153.11	6,082.89
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2024	10,000.00	-	10,000.00	-		10,000.00	10,000.00	-	10,000.00	-
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2025	10,981.00		-	10,981.00		10,981.00	-	-	-	10,981.00
220	<b>Title V- B REAP</b>		<b>33,522.66</b>		<b>15,305.66</b>	<b>18,217.00</b>		<b>33,522.66</b>	<b>16,458.77</b>	<b>-</b>	<b>16,458.77</b>	<b>17,063.89</b>
227	Early Literacy Grant	6/30/2025	59,749.82	-	-	59,749.82		59,749.82	14,759.48	40,255.17	55,014.65	4,735.17
228	After School Programs	6/30/2025	3,000.00	-	3,000.00	-		3,000.00	-	-	-	3,000.00
232	<b>ESSER</b> ESSER III	9/30/2024	91,992.21	-	91,992.21	-		91,992.21	91,992.21	-	91,992.21	-
226	<b>Integrated Guidance</b> Early Indicator Intervention	6/30/2025	\$ 806.31	\$ -	\$ -	\$ 806.31		\$ 806.31	\$ 107.33	\$ -	\$ 107.33	
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	9/30/2025	51,290.93	-	-	51,290.93		51,290.93	13,372.29	35,946.68	49,318.97	1,971.96
251	Student Investment Account - Y1	9/30/2024	152,036.58	-	152,036.58	-		152,036.58	152,036.58	-	152,036.58	-
251	Student Investment Account - Y2	6/30/2025	518,906.68	-	129,726.67	389,180.01		518,906.68	114,766.41	347,104.87	461,871.28	57,035.40
252	High School Success M98 - Y1	8/31/2025	581.94	-	581.94	-		581.94	581.94	-	581.94	-
252	High School Success M98 - Y2	6/30/2025	98,065.21	-	581.94	97,483.27		98,065.21	13,242.86	54,666.04	67,908.90	30,156.31
	<b>Total Integrated Guidance</b>		<b>821,687.65</b>		<b>282,345.19</b>	<b>539,342.46</b>	<b>-</b>	<b>821,687.65</b>	<b>294,107.41</b>	<b>437,717.59</b>	<b>731,825.00</b>	<b>89,862.65</b>
257	Baseball/Softball Program		-	3,706.92	-	-		3,706.92	-	-	-	3,706.92
256	Carl Perkins		6,234.08	-	4,415.53	1,818.55		6,234.08	6,234.08	-	6,234.08	-

**SPECIAL REVENUE FUNDS  
STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS**

11

#	Fund Title	End Date	Grant Amount	REVENUE					EXPENDITURES			
				Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
259	Student Activity Funds		-	46,945.70	11,882.57			58,828.27	5,483.43	35.00	5,518.43	53,309.84
263	Outdoor School	6/30/2025	11,700.87	-	-	11,700.87		11,700.87	5,281.23	6,419.64	11,700.87	-
272	TAP Grant - Seismic		14,000.00	-	-	14,000.00		14,000.00	12,250.00	1,750.00	14,000.00	-
290	Bus Replacement Fund		-	87,316.04	324,918.00		140,002.00	552,236.04	416,146.00	24,453.00	440,599.00	111,637.04
299	Nutrition Services		-	-	41,355.95	95,727.44	\$62,552.63	199,636.02	52,001.05	147,634.97	199,636.02	-
120	Farm to School	6/30/2025	-	-	-	-		-	-	-	-	-
299	<b>Total Nutrition Services</b>		-	-	41,355.95	95,727.44	62,552.63	199,636.02	52,001.05	147,634.97	199,636.02	-
<b>TOTAL</b>				<b>167,456.49</b>	<b>832,402.40</b>	<b>925,947.62</b>	<b>202,554.63</b>	<b>2,128,361.14</b>	<b>1,036,195.07</b>	<b>747,493.06</b>	<b>1,783,688.13</b>	<b>344,673.01</b>

**DEBT SERVICE  
STATEMENT OF EXPENDITUES COMPARED TO BUDGET  
FOR THE FISCAL YEAR 2024-25  
As of November 30 ,2024**

		<u>ACTUAL</u> Y-T-D		TOTAL	BALANCE FAVORABLE/  (UNFAVORABLE)	--%--  COMMITTED
		<u>BUDGET</u>	<u>11/30/2024</u>	<u>ENCUMBERED</u>	<u>11/30/2024</u>	<u>COMMITTED</u>
<b>RESOURCES</b>						
1111	CURRENT YEAR'S TAXES	\$ 94,940.00	\$ 78,726.74	16,213.26	94,940.00	-
1112	PRIOR YEAR'S TAXES	500.00	526.95		526.95	26.95
1190	OTHER TAXES	100.00	63.49		63.49	(36.51)
1510	INTEREST EARNINGS	-	1,173.75		1,173.75	1,173.75
5400	BEGINNING FUND BALANCE	22,392.00	26,055.15		26,055.15	3,663.15
	<b>TOTAL INSTRUCTION</b>	<b>117,932.00</b>	<b>106,546.08</b>	<b>16,213.26</b>	<b>122,759.34</b>	<b>4,827.34</b>
<b>EXPENDITURES</b>						
5110	Long-Term Debt Service					
5110 610	Redemption of Principal	35,000.00	-	35,000.00	35,000.00	-
5110 621	Regular Interest	61,050.00	30,525.00	30,525.00	61,050.00	-
7000	Unappropriated Ending Fund Balance	21,882.00	-	-	-	21,882.00
	<b>TOTAL EXPENDITURES</b>	<b>117,932.00</b>	<b>30,525.00</b>	<b>65,525.00</b>	<b>96,050.00</b>	<b>21,882.00</b>
	<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 76,021.08</b>	<b>\$ (49,311.74)</b>	<b>\$ 26,709.34</b>	<b>\$ 26,709.34</b>

**24-25 Financial Projection - Food Service Program  
As of November 30, 2024**

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>YTD</u>	<u>Projected</u>	<u>Total</u>
<b>Revenue</b>					
299.0000.1610.000.000.000	Daily Sales -Adult Sales	\$ 4,500.00	\$ 472.60	\$ 850.68	\$ 1,323.28
299.0000.3102.000.000.000	State School Fund - School Lunch Match	-	-	1,099.63	\$ 1,099.63
299.0000.3299.000.000.121	State: Breakfast	4,500.00	-	-	-
299.0000.3299.000.000.122	State: Lunch	7,300.00	-	-	-
299.0000.4500.000.000.123	SNP: Breakfast	58,000.00	12,324.54	35,053.66	47,378.20
299.0000.4500.000.000.124	SNP: Lunch	68,201.00	18,926.44	53,587.20	72,513.64
299.0000.4500.000.000.124	Supply Chain	-	9,632.37	-	9,632.37
299.0000.4910.000.000.000	Federal Commodities	1,000.00	-	5,136.27	5,136.27
	<b>Total Revenue</b>	\$ 143,501.00	\$ 41,355.95	\$ 95,727.44	\$ 137,083.39
<b>Expenditures</b>					
		<b>Budget</b>	<b>YTD</b>	<b>Encumbered</b>	<b>Total</b>
299.3100.0112.000.000.000	Classified Salaries	\$ 50,105.00	\$ 12,169.14	\$ 37,143.95	\$ 49,313.09
299.3100.0122.000.000.000	Substitutes - Classified	-	445.44	-	445.44
299.3100.0132.000.000.000	Additional Salary - Classified	1,200.00	17.68	-	17.68
299.3100.0211.000.000.000	Employer Contrib PERS	12,841.00	3,161.84	9,297.10	12,458.94
299.3100.0212.000.000.000	Employee Contribution Pick-Up	3,078.00	757.94	2,228.67	2,986.61
299.3100.0220.000.000.000	Social Sec/Medicare	3,925.00	966.39	2,841.57	3,807.96
299.3100.0231.000.000.000	Worker's Compensation	1,183.00	316.64	920.26	1,236.90
299.3100.0232.000.000.000	Unemployment Compensation	8,627.00	513.49	1,248.49	1,761.98
299.3100.0233.000.000.000	PFMLI	205.00	50.51	148.59	199.10
299.3100.0242.000.000.000	Group Health Insurance	32,400.00	5,406.45	16,219.36	21,625.81
299.3100.0342.000.000.000	Travel, Out of District	-	747.10	237.86	984.96
299.3100.0380.000.000.000	Non-instructional Professional and Technical Servi	2,000.00	917.00	-	917.00
299.3100.0410.000.000.000	Consumable Supplies and Materials	1,000.00	411.92	66.52	478.44
299.3100.0413.000.000.000	Freight for Commodities	-	204.38	-	204.38
299.3100.0450.000.000.000	FOOD	90,000.00	16,957.14	41,066.33	58,023.47
299.3100.0451.000.000.000	Federal Commodities	10,000.00	-	5,136.27	5,136.27
299.3100.0460.000.000.000	Non-consumable Items	1,000.00	52.99	-	52.99
299.3100.0470.000.000.000	Computer Software (Meal Time)	-	1,135.00	-	1,135.00
299.3100.0541.000.000.000	Initial and Additional Equipment Purchase	5,000.00	-	-	-
299.3100.0640.000.000.000	Dues and Fees (Corvallis/MealTime)	38,000.00	7,770.00	31,080.00	38,850.00
	<b>Total Expenses</b>	260,564.00	52,001.05	147,634.97	199,636.02
	<b>Net Profit/Loss</b>	(117,063.00)	(10,645.10)	(51,907.53)	(62,552.63)
<b>Other Income</b>					
299.0000.5200.000.000.000	Interfund Transfers	123,405.00	-	-	-
299.0000.5400.000.000.000	Resources - Beginning Fund Balance	-	-	-	-
	<b>Total Other Uses</b>	123,405.00	-	-	-
	<b>Ending Fund Balance</b>	\$ 6,342.00	\$ (10,645.10)	\$ (51,907.53)	\$ (62,552.63)

Participation

<u>Month</u>	<u>Days</u> <u>Service</u>	<u>Eligible</u> <u>Students</u>	<u>Participation</u>		<u>Avg per Day</u>		<u>Participation Percentage</u>		
			<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Lunch</u>	
Aug	4	168	445	401	111.25	100.25	66.2%	59.7%	
Sept	17	170	1995	1866	117.35	109.76	69.0%	64.6%	
Oct	19	170	2136	2135	112.42	112.37	66.1%	66.1%	
Nov	15	170	1706	1617	113.73	107.80	66.9%	63.4%	
Dec	12								
Jan	15								
Feb	16								
Mar	13								
April	18								
May	17								
June	8								
Total/Average	55	169.5	6,282	6,019	114.22	109.44	67.4%	64.6%	

**299 - Food Service Program**

**Analysis per Meal**

	<b>Meals Served</b>	<b><u>Total</u></b>	<b><u>Costs per Meal</u></b>	<b><u>%</u></b>
<b><u>State Reimb per meal</u></b>				
Adult Sales	311	\$ 1,323.28	\$ 4.25	
Breakfast	17,590	47,378.20	\$ 2.69	
Lunch	16,854	72,513.64	4.30	
Other Sources		\$ 10,732.00		
Federal Commodities		5,136.27		
<hr/>				
<b>Total Revenue</b>	34,755	\$ 137,083.39	\$ 3.94	
Payroll Costs		\$ 93,853.51	\$ 2.70	47.0%
Food Costs		58,023.47	1.67	29.0%
Federal Commodities		5,136.27	0.15	2.6%
Fees		38,850.00	1.12	19.5%
Other		3,772.77	0.11	1.9%
<hr/>				
<b>Total Costs</b>		\$ 199,636.02	\$ 5.75	100%
<hr/>				
<b>Net Loss</b>		<b>\$ (62,552.63)</b>	<b>\$ (1.81)</b>	
<hr/> <hr/>				

**CAPITAL PROJECTS (400)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2024-25**  
**As of November 30 ,2024**

		<u>ACTUAL</u>		TOTAL	BALANCE FAVORABLE/ (UNFAVORABLE)	--%--  <u>COMMITTED</u>	
		Y-T-D					
		<u>BUDGET</u>	<u>11/30/2024</u>	<u>ENCUMBERED</u>	<u>11/30/2024</u>	<u>(UNFAVORABLE)</u>	<u>COMMITTED</u>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ -	\$ 6,091.49		6,091.49	(6,091.49)	
5200	Transfer from General Fund	700,000.00	-		-	700,000.00	
5400	Beginning Fund Balance	274,748.00	282,454.52		282,454.52	(7,706.52)	
	<b>TOTAL INSTRUCTION</b>	<b>974,748.00</b>	<b>288,546.01</b>	-	<b>288,546.01</b>	<b>686,201.99</b>	
<b>EXPENDITURES</b>							
4150	Building Improvement	974,748.00	5,683.99	9,600.00	15,283.99	959,464.01	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>974,748.00</b>	<b>5,683.99</b>	<b>9,600.00</b>	<b>15,283.99</b>	<b>959,464.01</b>	<b>1.57%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 282,862.02</b>	<b>\$ (9,600.00)</b>	<b>\$ 273,262.02</b>	<b>\$ 273,262.02</b>	

**BOND 2021 AND OSCIM GRANT (410)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2024-25**  
**As of November 30 ,2024**

		<u>ACTUAL</u>		<u>TOTAL</u>	<u>BALANCE</u> <u>FAVORABLE/</u>	<u>--%--</u>	
		<u>Y-T-D</u>					
		<u>BUDGET</u>	<u>11/30/2024</u>	<u>ENCUMBERED</u>	<u>11/30/2024</u>	<u>(UNFAVORABLE)</u>	<u>COMMITTED</u>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ 12,000.00	\$ 8,369.01		8,369.01	(3,630.99)	
3299	State Grant	500,000.00	358,688.18	7,091.86	365,780.04	(134,219.96)	
5400	Beginning Fund Balance	888,000.00	1,194,155.91		1,194,155.91	306,155.91	
	<b>TOTAL INSTRUCTION</b>	<b>1,400,000.00</b>	<b>1,561,213.10</b>	<b>7,091.86</b>	<b>1,568,304.96</b>	<b>168,304.96</b>	
<b>EXPENDITURES</b>							
4150	Building Improvement	1,400,000.00	1,463,161.83	38,366.17	1,501,528.00	(101,528.00)	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>1,400,000.00</b>	<b>1,463,161.83</b>	<b>38,366.17</b>	<b>1,501,528.00</b>	<b>(101,528.00)</b>	<b>107.25%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 98,051.27</b>	<b>\$ (31,274.31)</b>	<b>\$ 66,776.96</b>	<b>\$ 66,776.96</b>	

**SEISMIC REHABILITATION GRANT (430)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2024-25**  
**As of November 30 ,2024**

		<u>BUDGET</u>	<u>ACTUAL Y-T-D</u>		<u>TOTAL 11/30/2024</u>	<u>BALANCE FAVORABLE/ (UNFAVORABLE)</u>	<u>--%-- COMMITTED</u>
			<u>11/30/2024</u>	<u>ENCUMBERED</u>			
<b>RESOURCES</b>							
1510	Interest Earnings	\$ -	\$ -		-	-	
3299	State Grant	2,480,080.00	-		-	(2,480,080.00)	
5400	Beginning Fund Balance	-	-		-	-	
	<b>TOTAL INSTRUCTION</b>	<b>2,480,080.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,480,080.00)</b>	
<b>EXPENDITURES</b>							
4150	Building Improvement	2,480,080.00	145,157.08	298,862.97	444,020.05	2,036,059.95	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>2,480,080.00</b>	<b>145,157.08</b>	<b>298,862.97</b>	<b>444,020.05</b>	<b>2,036,059.95</b>	<b>17.90%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ (145,157.08)</b>	<b>\$ (298,862.97)</b>	<b>\$ (444,020.05)</b>	<b>\$ (444,020.05)</b>	

**UNEMPLOYMENT RESERVE (610)**  
**STATEMENT OF EXPENDITUES COMPARED TO BUDGET**  
**FOR THE FISCAL YEAR 2024-25**  
**As of November 30 ,2024**

		<u>BUDGET</u>	<u>ACTUAL Y-T-D</u>	<u>ENCUMBERED</u>	<u>TOTAL 11/30/2024</u>	<u>BALANCE FAVORABLE/ (UNFAVORABLE)</u>	<u>--%-- COMMITTED</u>
<b>RESOURCES</b>							
1510	Interest Earnings	\$ -	\$ -		-	-	
1970	Services Provided Other Funds	183,679.00	121,270.22		121,270.22	(62,408.78)	
5400	Beginning Fund Balance	-	-		-	-	
	<b>TOTAL INSTRUCTION</b>	<b>183,679.00</b>	<b>121,270.22</b>	-	<b>121,270.22</b>	<b>(62,408.78)</b>	
<b>EXPENDITURES</b>							
2640	Unemployment	183,679.00	2,818.38	-	2,818.38	180,860.62	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>183,679.00</b>	<b>2,818.38</b>	-	<b>2,818.38</b>	<b>180,860.62</b>	<b>1.53%</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 118,451.84</b>	<b>\$ -</b>	<b>\$ 118,451.84</b>	<b>\$ 118,451.84</b>	

e. Construction / Bond Report

**Speaker(s):** Chris and Nancy Giggy



# Alsea School District Bond Projects Construction Manager's Report

Report Date: December 4, 2024

## GENERAL OVERVIEW

The Seismic Retrofit to the gym and adjacent office areas is in design completion. The 75% design documents were reviewed today with the project team, including the recently selected contractor and the cost estimating firm. Cost estimates will be available in early January for comparison with the budget. In the meantime, final design document production will continue towards the milestone completion date in mid-February.

A second seismic grant application for the High School classroom wing will be submitted in early December for the next round of grants in Spring 2025.

## PROJECT TEAM

Todd Construction was approved by the Board in November as the CM/GC contractor for the Gym Seismic Retrofit project.

## BUDGET

The updated budget summary and details for the seismic retrofit project are attached. Comments are noted below.

The current project budget is \$2.49 million from the seismic grant. The non-grant funds of \$8.8k cover the structural design fee that was paid before the grant contract was executed by the State; this was required to get design started on schedule.

The "Current Budget" column in Expenses shows the projected costs for construction design, management and other associated elements. There is a projected value of \$196k in Owner's Contingency for actual construction costs or unforeseen items.

The "Committed Costs" column shows the value of work that has been contracted so far. The pre-construction fee for Todd Construction was added to the Construction Cost line.

The "Paid to-Date" column shows the value of work that has been paid for. So far, \$200k has been spent on completed work.

## SCHEDULE

The 75% design documents for the Gym Seismic project were reviewed on December 4. Final permit and bid documents are due in mid-February.

Alsea School District Bond Program  
Construction Manager's Report

**PROJECT-SPECIFIC ACTIVITY**

Construction for the gym seismic retrofit is scheduled to begin in May 2024.

**COMMUNICATIONS**

IMS monthly reports are being provided to the School Board.

# Alea School Gym Seismic Project Budget Summary - Updated December 4, 2024

## Income

	Original Budget	Current Budget	Actual Income To-Date	Notes
Seismic Grant	\$ 2,480,000.00	\$ 2,480,000.00	\$ 145,157.52	Grant awarded June 2024
Non-Grant Funds	\$ -	\$ 8,808.47	\$ 8,808.47	Initial effort by structural engineer before grant fund contract executed. Required to keep project on schedule.
<b>Totals</b>	<b>\$ 2,480,000.00</b>	<b>\$ 2,488,808.47</b>	<b>\$ 153,965.99</b>	

## Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	\$ 1,800,000.00	\$ 1,800,000.00	\$ 26,500.00	\$ 26,500.00	Costs for construction contractors
Design Fees	\$ 300,000.00	\$ 300,000.00	\$ 295,260.00	\$ 99,480.78	Fees for architect & engineer
Consultant Fees	\$ 60,000.00	\$ 60,000.00	\$ 43,637.83	\$ 38,982.83	Fees for geotech, matl testing and special inspections
Project Management	\$ 111,600.00	\$ 111,600.00	\$ 111,600.00	\$ 34,352.00	IMS not-to-exceed fee
Permits & Fees	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	Jurisdiction fees
Other Project Costs	\$ 1,000.00	\$ 1,000.00	\$ 541.35	\$ 942.83	Advertsing & other miscellaneous
Owner's Contingency	\$ 187,400.00	\$ 196,208.47	NA	NA	For unforeseen costs based on available funds
<b>Totals</b>	<b>\$ 2,480,000.00</b>	<b>\$ 2,488,808.47</b>	<b>\$ 477,539.18</b>	<b>\$ 200,258.44</b>	



# Alsea School Gym Seismic Project Expense Details

## Committed Cost To-Date

Organization	ASD PO #	Construction	Design	Consultants	Project Mgmt	Permits & Fees	Other	Description
Benton County								Permit fees
BOLI								State labor fees
Columbia Concrete				\$ 6,250.00				Concrete & masonry cutouts for testing
Concrete GPR				\$ 1,856.00				Scanning existing structure
Daily Journal of Commerce								Advertisements for CMGC Findings and RFP
Foundation Engineering	24250072			\$ 6,508.49				Geotech survey
FEI				\$ 3,086.90				Material testing
FEI								Special inspections
IMS Fee					\$ 111,600.00			Project management
IMS-Paid Project Expenses							\$ 541.35	
PBS				\$ 4,655.00				Hazardous material testing
Soderstrom			\$ 91,000.00					Architect
Renaissance LLC				\$ 20,381.44				Structure cutouts for observation
Todd Construction		\$ 26,500.00						General contractor
WL Thomas				\$ 900.00				Asbestos testing
ZCS			\$ 204,260.00					Engineer
Totals		\$ 26,500.00	\$ 295,260.00	\$ 43,637.83	\$ 111,600.00	\$ -	\$ 541.35	

**Total Committed To-Date = \$ 477,539.18**

## Paid To-Date

Organization	Construction	Design	Consultants	Project Mgmt	Permits & Fees	Other
Benton County						
BOLI						
Columbia Concrete			\$ 6,250.00			
Concrete GPR			\$ 1,856.00			
Daily Journal of Commerce						
Foundation Engineering			\$ 6,508.49			
FEI Material Testing			\$ 3,086.90			
FEI Special Inspections						
IMS Fee				\$ 34,352.00		
IMS-Paid Project Expenses						\$ 942.83
PBS						
Soderstrom		\$ 19,991.58				
Renaissance LLC			\$ 20,381.44			
Todd Construction	\$ 26,500.00					
WL Thomas			\$ 900.00			
ZCS		\$ 79,489.20				
Totals	\$ 26,500.00	\$ 99,480.78	\$ 38,982.83	\$ 34,352.00	\$ -	\$ 942.83

**Total Actual Cost To-Date = \$ 200,258.44**

f. Student Representative Report

## November Report

Good evening, members of the board. I'm pleased to report that life at school has been quite steady since our last meeting. One standout memory from this month was our assembly, where we had some fun taping Ms. Nieraeth to the wall as part of the food drive organized by Ms. Ricki's Leadership class.

Basketball season kicked off on November 18th, and I'm proud to say that four high school girls are committed to traveling to Monroe High School for practice every day. Both the middle school and high school teams have been putting in great effort to prepare for their upcoming games. On December 2nd the Middle School Basketball teams played Mapleton at home, our girls' team lost both the A and B games, but they played hard and showed great determination. The Boys' team had a fantastic start to the season by winning their A game, Unfortunately, the B team faced some challenges and ended up losing their game.

As you may remember, during our last board meeting, you asked for representatives to discuss the pros and cons of attending a K-12 school. I firmly believe that attending a K-12 school offers significant benefits. I have been at Alsea since preschool, and as I advanced through the grades, I looked up to the high schoolers I saw walking in the hallway. Their presence inspired me, and in middle school, watching the home basketball games motivated me to work hard and aspire to their level of play.

An example of this is when the annual Jog-a-thon took place. The secondary students stood in the hall and cheered the younger kids on, with some even running alongside them to offer support. I believe this is a good experience for our school because it allows elementary and secondary students to engage in an activity together. I remember the older kids cheering my class on during the Joga-thon, and it was always a positive experience

Having high school students serve as role models for younger kids is crucial. It fosters a positive environment where younger students can look up to the older students, while the high schoolers understand the impact they have, motivating them to set a good example. However, remaining in the same K-12 school throughout our education can also present challenges. Some students might find it difficult to adapt to new environments, which could hinder their ability to handle change and new experiences in the future.

In conclusion, attending a K-12 school like Alsea offers numerous advantages such as role models and a strong sense of community. I apologize for not presenting in person due to basketball practice in Monroe. Thank you for your understanding.

- g. Enrollment Report - ADM History  
**Speaker(s):** Krista Nieraeth





- h. Safety Committee Report  
**Speaker(s):** Lora Nickle



Alsea School District  
Safety Committee Meeting minutes  
November 26, 2024 3:30 PM

1. **Staff Concerns**

- a. The water fountain in the play shed is loose and needs to be reattached or reinforced.
- b. The decibel level in the play shed seems really high during recess duty. Curious to see if it can be tested?
- c. The outside stairs to the library will need to be reinforced or replaced at some point.

2. **PACE**

- a. New video on Bulling and Harassment will go out to all staff after the winter break. This is a new video required to receive the 5% discount.
- b. The 2<sup>nd</sup> quarterly walk-through needs to be done after winter break. We will discuss it at the January Safety Committee meeting.

3. **December Fire Drill**

- a. Scheduled for December 11<sup>th</sup> at 12:45

4. **Next Safety Committee meeting**

- a. Wednesday January 22, 2025 at 3:30 PM

5. **New Business**

- a. Licensed Administrative HRA Plan Design



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Don Staehely, Business Manager  
**Date:** December 10, 2024

**Background:**

The current approved HRA groups are 1) Licensed Administrators, 2) Supervisory/Confidential, 3) Licensed, and 4) Classified. All groups are independent of each other.

The Licensed Administrators group consists of the Superintendent/B&M Principal/Special Education Director, B&M Vice Principal, and LaHO Principal. Presently, the design for all groups follows the Licensed Group. Employees who opt out of health benefits have 50% of the unused benefit contributed to the employee's HRA plan, as per the Alsea Education Association CBA. All employees within a group must be treated the same.

Eligibility is limited to employees in the Licensed Administrative HRA Group who have excess monthly benefit dollars provided by the District. Employer contribution for this group shall include 100% of the excess monthly benefit amount as defined in the Alsea Education Association CBA.

**Action Requested:**

The board approves 100% of the excess monthly benefit amount for Licensed Administrator Group up to the limit as defined in the Alsea Education Association CBA.

**Motion Requested:**

"I make a motion to approve 100% of the excess monthly benefit amount for the Licensed Administrator Group up to the limit as defined in the Alsea Education Association CBA."

b. Superintendent Contract - HRA



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Don Staehely, Business Manager  
**Date:** December 10, 2024

**Background:**

The current approved HRA groups are 1) Licensed Administrators, 2) Supervisory/Confidential, 3) Licensed, and 4) Classified. All groups are independent of each other.

The Licensed Administrators group consists of the Superintendent/B&M Principal/Special Education Director, B&M Vice Principal, and LaHO Principal. Presently, the design for all groups follows the Licensed Group. Employees who opt out of health benefits have 50% of the unused benefit contributed to the employee's HRA plan, as per the Alsea Education Association CBA. All employees within a group must be treated the same. Eligibility is limited to employees in the Licensed Administrative HRA Group who have excess monthly benefit dollars provided by the District. Employer contribution for this group shall include 100% of the excess monthly benefit amount as defined in the Alsea Education Association CBA.

To be in compliance and to honor the Superintendent's agreement, the current language needs to be modified to be in compliance with the IRS regulations.

**Current Superintendent Contract Language**

1. Benefits

a. Insurance Benefits

The Board shall provide the Superintendent with full medical, dental, vision and long-term disability insurance, plus term life insurance and accidental death and dismemberment coverage subject to the rules and regulations of the respective insurance carriers. The Superintendent shall pay an out-of-pocket contribution toward the premium comparable to that paid by other licensed employee groups in the district. Any funds left over after district paid premiums occurs will be allocated to the superintendents' benefit account of choice, aligning with IRS guidelines (e.g., HRA). In addition, the district agrees to pay an additional \$425.00 per month towards the Superintendent's HRA.

Retirement Benefits

The board shall contribute annually toward a deferred compensation plan (e.g., IRA, 403b, 457, etc.) or designated fund. The district agrees to contribute \$500.00 monthly, a total of \$6000.00 annually.

## **Proposed Superintendent Contract Language**

### 1. Benefits

#### a. Insurance Benefits

The Board shall provide the Superintendent with full medical, dental, vision and long-term disability insurance, plus term life insurance and accidental death and dismemberment coverage subject to the rules and regulations of the respective insurance carriers. The Superintendent shall pay an out-of-pocket contribution toward the premium comparable to that paid by other licensed employee groups in the district. Any funds left over after district-paid premiums occur will be allocated according to the Licensed Administrative HRA group plan.

#### Retirement Benefits

The board shall contribute annually toward a deferred compensation plan (e.g., IRA, 403b, 457, etc.) or designated fund. The district agrees to contribute \$925.00 per month.

### **Action Requested:**

The board approves the proposed superintendent contract language for insurance and retirement benefits as outlined in the Memorandum of Agreement.

### **Motion Requested:**

“I make a motion to approve the proposed superintendent contract language for insurance and retirement benefits as outlined in the Memorandum of Agreement.”

# MEMORANDUM OF AGREEMENT

The Alsea School District (District) and Krista Nieraeth (Nieraeth) enter into the following Memorandum of Agreement (Agreement) for the purpose of addressing the issues with the benefits portion of the current Superintendent contract. This Agreement is in effect for the 2024 – 2025 year contract period.

The District and Nieraeth agree to the following:

## **Insurance Benefits**

The Board shall provide the Superintendent with full medical, dental, vision and long-term disability insurance, plus term life insurance and accidental death and dismemberment coverage subject to the rules and regulations of the respective insurance carriers. The Superintendent shall pay an out-of-pocket contribution toward the premium comparable to that paid by other licensed employee groups in the district. Any funds left over after district-paid premiums occur will be allocated according to the Licensed Administrative HRA group plan.

## **Retirement Benefits**

The board shall contribute annually toward a deferred compensation plan (e.g., IRA, 403b, 457, etc.) or designated fund. The district agrees to contribute \$925.00 per month.

---

For the District

---

Date

---

Krista Nieraeth

---

Date

c. Sole Source Determination - Fire Alarm System

**SOLE-SOURCE PROCUREMENT DETERMINATION  
FOR FIRE ALARM DESIGN-BUILD SERVICES**

**Resolution 25-04**

**Before the Board of Directors of the Alsea School District  
Sitting as Local Contract Review Board**

Oregon Statutes require that all public improvement contracts be competitively bid under ORS 279C.335. However, an exception is provided for sole-source procurement per ORS 279B.075 which states that a local contract review board may award a contract for goods or services without competition based on a determination that they are available from only one source.

The existing fire alarm system in the main building of the Alsea School is outdated, has no additional capacity, and replacement parts for failing components can no longer be obtained. The District desires to replace the system in the main building during the next summer break when school is not in session. A design-build approach for the fire alarm is recommended because of the specialized design expertise required and to meet the aggressive project schedule. For this project, Salem Fire Alarm (SFA) of Salem, Oregon has been identified as the recommended sole-source provider for these services based on the following:

- SFA has been servicing the fire alarm in the existing buildings for more than 16 years and has exclusive knowledge of the existing building systems.
- SFA has installed and currently provides service for the existing fire alarm system in other school buildings and a compatible system with connectivity is required.
- SFA has a history of excellent service at competitive pricing to the District.

**BE IT RESOLVED:** It is in the best interest of the Alsea School District to source design-build fire alarm replacement services from Salem Fire Alarm because of their exclusive knowledge of the existing building systems, their system compatibility with existing fire alarm components, and their history of excellent service.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Alsea School District 7J on the 10<sup>th</sup> day of **December** 2024 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Risteen Follett, Chair Board of Directors      Date

\_\_\_\_\_  
Krista Nieraeth, Superintendent                      Date

ATTEST:

\_\_\_\_\_  
Lora Nickle, Executive Secretary                      Date

i. Sole Source Quote



**Alsea School District 7J  
Board Recommendation Form**

**To:** The Board of Directors of Alsea School District  
**Prepared By:** Krista Nieraeth, Superintendent  
**Date:** December 10, 2024

**Background:**

The existing fire alarm system in the main building of the Alsea School is outdated, has no additional capacity, and replacement parts for failing components can no longer be obtained. There are also issues with connecting this system to the CTE building, as well as connecting it to the phone system to be able to call out in case of a fire. This summer, while construction is happening for the Seismic Grant, would be a perfect time for the system to be updated. The district has used Salem Fire Alarm for at least 16 years for our system and the new system for the CTE building, and this would allow for the systems to work seamlessly in tandem. The money for this project would come out of 400 - Capital Projects, which currently has \$273K.

**Action Requested:** The board approves the proposal by Salem Fire Alarm as presented.

**Motion Requested:** "I make a motion to approve the proposal by Salem Fire Alarm as presented."



Ph: 503.364.4566 Fax: 503.364.0617  
CCB# 76884

## INSTALLATION PROPOSAL

---

To: Alsea School District  
Attn: Keenan Elbers/Krista Nieraeth

Date: 9/5/2024

Project Name & Address:  
Alsea School – Fire System Replacement  
301 N 3<sup>rd</sup> Street  
Alsea, Oregon 97324

Customer Phone:

Customer Email:  
Keenan.elbers@alsea.k12.or.us  
Krista.nieraeth@alsea.k12.or.us

---

**Salem Fire Alarm is pleased to provide you with the following proposal:**

1 – Demo of existing Fire Alarm System including all field devices. Fire Alarm Wiring that is installed per code will be re-used with new Fire Alarm System. Non-Fire Alarm rated wiring and wiring that is not installed to code will be removed and new wiring will be installed as a replacement.

2 – Wiring of Notification Appliances – NFPA, International Building Code and Oregon Specialty Code requires that Fire Alarm System in A/E Occupancy’s be a Voice Evacuation Fire Alarm Panel. Additional wiring will be needed at each notification appliance location to accommodate Voice Evacuation. (Conduit and Pathing for wiring is not included in this scope of work and will be provided by others)

3 – Wiring of Initiating Devices - NFPA, International Building Code and Oregon Specialty Code requires all classrooms and hallways outside of classrooms to have Smoke/CO detection. Manual Pull Station are required all entry/exits. Additional wiring will be installed to accommodate this code requirement in each classroom. (Conduit and Pathing for wiring is not included in this scope of work and will be provided by others)

4 – Installation of the Replacement Fire Alarm System per NFPA, International Building Code and Oregon Specialty Code including the following components:

- (1) Cerberus Pro Modular Voice Evacuation Fire Alarm Panel
- (1) SSD-C Annunciator
- (3) PAD5 Power Supplies
- (3) EBA Booster Amplifier Kits
- (50) Smoke/Heat/CO Detectors Combo with Bases
- (10) Heat Detectors with Bases
- (20) Manual Pull Stations
- (10) White Wall Mount Strobes
- (5) White Ceiling Mount Strobes
- (27) White Wall Mount Speaker/Strobes
- (22) White Ceiling Mount Speaker/Strobes
- (10) Addressable Relays
- (5) Addressable Monitor Modules
- (1) Cell Dialer
- (1) Document Box
- (2) 12V35AH Batteries (FACP)
- (12) 12V7AH Batteries (Power Supplies and Booster Kits)

5 – Demo/Replacement of CTE Building Fire Alarm System to tie into the Main Building replacement System.

6 – Programming of the replacement Fire Alarm System

7 – Test/Certification of the replacement Fire Alarm System.

8 – Commissioning testing with AHJ/Fire Marshal for official records.

**NOTES: All work to be performed during normal business hours. Pricing is for above scope of work only and excludes all other work not listed above. All wiring that installed to code and UL Listed Fire Alarm Cable will be reused with replacement Fire Alarm System. All wiring will be installed in attics and surface mounted raceway. Conduit and Additional wiring pathing needed to be installed will be provided by others. Design and Permitting cost subject to approval from Benton County. Additional requirements required by Benton County will be subject to further charges.**

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**Salem Fire Alarm proposes to furnish the above, for the sum of: \$166,240.00**

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**Salem Fire Alarm, Inc.**

**By: Brian Trammell**

**Title: Service Manager**

---

**THIS PROPOSAL DOES NOT INCLUDE INSTALLATION, INSTALLATION MATERIAL OR ANY LABOR SERVICES UNLESS SPECIFIED ABOVE**

Any alteration or deviation from the above, involving additional cost, will be performed only upon acceptance by Salem Fire Alarm of Purchaser's written order. This proposal may be withdrawn if not accepted within 30 days from the date shown above.

---

# INSTALLATION PROPOSAL

**Includes:**

- System Plans and Submittals (via Electronic Format)
- Permit and Plan Review
- Fire Alarm Wiring (pathing not included other than open wiring)
- Fire Alarm Programming
- Field device Terminations and Programming
- Testing, Certification and Training
- Commissioning with AHJ/Fire Marshal

**Excludes:**

- Conduit, Raceway, Pull String, Access Hatches, and Chases
- Underground Conduit/Core Drilling/Pathing (other than open wiring)
- 120VAC Wiring
- Painting/Patching/Replacement of Drywall or Ceiling Tile
- Phone lines required for monitoring

**Notes:**

- Counts and devices are conceptual, however the final lay out and controls package designed by Salem Fire Alarm will not change pricing included in this proposal
- Changes made by others (i.e. AHJ, Owner, Architect, Engineer, etc.) may result in a price increase or decrease to be handled through a contract modification / project change order
- Price subject to change after 30 days and is based on Salem Fire Alarm and Contractor reaching a mutually agreed upon contract
- Due to current supply chain issues observed by all industries, many fire alarm equipment items have significantly extended or indefinite or undefinable lead times, all of which is outside the control of Salem Fire Alarm. As such, Salem Fire Alarm will not be liable for product delivery issues that may delay construction progress or initiate liquidated damages due to circumstances out of our control.
- Electronic AutoCAD files required for drawings preparations need to be forwarded to [todd@saalemfirealarm.com](mailto:todd@saalemfirealarm.com)

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## ACCEPTANCE OF PROPOSAL

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

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_

P O # \_\_\_\_\_ Amount: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Site Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

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

Date Submittals Needed: \_\_\_\_\_

*SERVICE • DESIGN • INSTALLATION*  
P O Box 12789  
Salem, OR 97309

d. Preliminary 2 Year Financial Projections

**ALSEA SCHOOL DISTRICT NO. 7J  
GENERAL FUND**

	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Budget 2024-25</u>	<u>Estimate 2024-25</u>	<u>Estimate 2025-26</u>	<u>Estimate 2026-27</u>
<b>ADMr</b>	934.77	468.80	265.48	295.00	234.50	234.50	234.50
<b>ADMw</b>	1,120.07	613.44	360.82	395.59	321.11	321.11	321.11
<b>State Funding ADMw Used</b>	1,120.07	1,120.07	613.44	395.59	360.82	321.11	321.11
<b>Change in ADMw</b>		-	(506.63)	(217.85)	(34.77)	(39.72)	-
<b>Resources</b>							
<u>State School Support Fund</u>							
Local Revenue (Taxes)	\$ 458,301	\$ 485,129	\$ 511,796	\$ 530,000	530,000		
County Fund	8,805	7,543	6,305	-	-		
Common School Fund	48,709	63,817	51,631	41,205	41,276		
Federal Forest Fees	-	-	-	-	-		
Formula Allocation	10,736,993	11,774,678	6,739,620	4,527,702	4,093,026	4,393,479	4,539,668
	11,252,808	12,331,168	7,309,352	5,098,907	4,664,302	4,393,479	4,539,668
Less:							
SSF Adjustment Prior Yr	-	-	-	-	(5,886)	-	-
Total SSF Allocation	11,252,808	12,331,168	7,309,352	5,098,907	4,658,416	4,393,479	4,539,668
Change In SSF Compared to Prior FY		1,078,360	(5,021,816)		(2,650,936)	(264,937)	146,189
Local Sources (1000)	134,403	442,927	407,479	158,098	344,089	158,098	158,098
County Sources (2000)	69	-	7,651	7,600	7,600	7,600	7,600
State Sources (3000)	8,393	8,125	-	-	-	-	-
Federal Sources (4000)	-	-	-	-	-	-	-
Sale of Fixed Assets (5300)	-	-	4,999	-	-	-	-
Total Resources Received in FY	11,395,672	12,782,220	7,729,481	5,264,605	5,010,105	4,559,177	4,705,366
Beginning Fund Balance as of July 1	1,696,388	1,146,493	4,390,473	6,700,000	6,713,839	6,165,608	4,784,777
Total Resources	\$ 13,092,060	\$ 13,928,713	\$ 12,119,955	\$ 11,964,605	\$ 11,723,944	\$ 10,724,785	\$ 9,490,143
<b>Expenditures</b>							
100 - Salaries	\$ 4,979,423	\$ 4,458,785	\$ 2,329,659	\$ 2,814,833	\$ 2,413,249	\$ 2,527,359	\$ 2,613,358
Licensed	1,773,426	1,842,541	914,508	1,133,872	1,003,951	1,061,424	1,114,418
Classified/Confidential	1,375,129	1,226,177	713,925	783,426	687,967	728,024	747,551
Administrators	650,515	716,695	304,728	366,469	289,581	297,096	303,038
Supervisor	915,345	479,853	123,973	211,239	93,595	95,467	97,376
Substitutes	164,534	114,831	126,193	143,000	193,000	193,000	193,000
Stipends	100,474	78,688	146,332	176,827	145,155	152,348	157,975
Early Retirement	-	-	-	-	-	-	-
200 - Benefits	2,627,224	2,555,901	1,521,505	2,029,760	1,636,438	1,787,769	1,846,729
300 - Purchased Services	2,105,714	949,798	688,627	718,602	718,602	740,160	762,365
400 - Materials and Supplies	1,617,027	1,027,655	288,770	434,190	434,190	447,216	460,632
500 - Capital Outlay	75,356	36,745	98,063	30,000	30,000	30,000	30,000
600 - Other Services	262,117	133,290	155,158	139,900	139,900	144,097	148,420
700 - Transfers							
Food Service	76,500	240,066	65,334	123,405	123,405	123,405	123,405
Bus Replacement	5,000	136,000	259,000	140,002	62,552	140,002	140,002
Capital Projects	200,000	-	-	700,000			
800 - Contingency				500,000			
Savings							
Total Expenditures	\$ 11,948,361	\$ 9,538,240	\$ 5,406,115	\$ 7,630,692	\$ 5,558,336	\$ 5,940,008	\$ 6,124,911
Ending Fund Balance	\$ 1,143,699	\$ 4,390,473	\$ 6,713,839	\$ 4,333,913	\$ 6,165,608	\$ 4,784,777	\$ 3,365,232
<b>Use of Cash</b>	\$ (552,689)	\$ 3,243,980	\$ 2,323,366	\$ (2,366,087)	\$ (548,231)	\$ (1,380,831)	\$ (1,419,545)

**Resources**

- 1) Student - flat and using first quarter figures
- 2) SSF - 4% increase in student amount
- 3) Other revenues flat

**Expenses**

- 1) Current staff and positions - account code per 24-25, per CBA
- 2) Classified/Confidential/Admin - 2% increase
- 3) Incorporated new PERS and other payroll tax rates
- 4) 300-700 - 3% increase
- 5) No staff currently charged to grants has been transferred to General Fund

e. Work Session - Leadership Operating Agreement Date and Time

6. **Old Business**

a. KL - AR Work Session Review

# Public Complaint Policy

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No community member, student, or staff member will be denied the right to petition the Board for redress of a grievance. However, complaints will be referred through the proper administrative channels for a solution before an investigation or action by the Board.

Individuals who wish to express a concern or share a complaint should begin at the lowest level first. If discussing concerns with the classroom teacher, building administration, or supervisor does not resolve the issue, individuals should access Alsea School District's Formal Complaint Process.

All complaints submitted through this process are NOT anonymous.

For assistance with this process, please contact Lora Nickle, Executive Secretary, at [lora.nickle@alsea.k12.or.us](mailto:lora.nickle@alsea.k12.or.us) or (541) 487-4305.

Please see our policies and procedures for public complaints linked below:

- [Policy KL – Public Complaints](#) 
- [Policy KL-AR – Public Complaint Procedure](#) 

## Board – Menu

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[Policies & Administrative Rules](#)

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[Public Complaint Policy](#)

## **“Board Governance and Role”**

The Alsea School Board is made up of 5 elected members who reside within the Alsea School District boundaries. State law grants the Board the power of:

- 1) Legislative or Rule Making Authority;
- 2) Judicial Authority; and
- 3) Executive/Administrative Authority within the school district.

Individual Members of the Board can only act on behalf of the board when authorized by a specific Board Motion.

Board members are not able to receive individual complaints or requests for action from staff, students, or members of the public and must direct staff, students, or members of the public to Board Policy KL - Public Complaints.

The Board is not involved in the day - to - day operations of the school district. Rather, the Board hires the superintendent to implement District policy for the day - to - day operations of the school district. The Board's role is in the governance of the school district.

Please click on the District Policies below to learn more about the Board Governance and Role.

Policy BBA – Board Powers and Duties

Policy BBAA - Individual Board Member's Authority and Responsibilities

Policy BBF - Board Member Standards of Conduct

Policy BG - Board Staff Communications

- b. OSBA Elections and Resolutions
  - i. Election - Board of Directors Position 10
    - a. Clyde Rood

# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

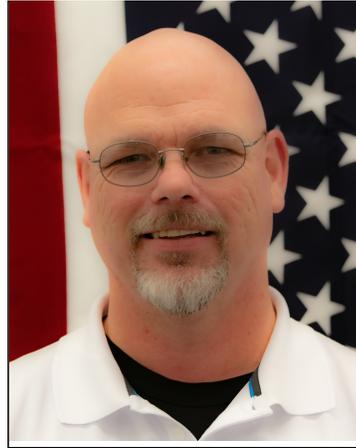
E-mail: \_\_\_\_\_

District/ESD/CC: \_\_\_\_\_

Term expires: \_\_\_\_\_ Years on board: \_\_\_\_\_

Region: \_\_\_\_\_

Position #: \_\_\_\_\_



*I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.
  
  
  
  
  
  
  
  
  
  
2. What do you want to accomplish by serving on the OSBA board of directors?
  
  
  
  
  
  
  
  
  
  
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.



# OSBA Board of Directors

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

**Other education board positions held/dates:**

**Occupation** (Include at least the past five years):

Employers:

Dates:

**Schools attended** (Include official name of school, where and when):

High school:

College:

Degrees earned:

**Education honors and/or awards:**

**Other applicable training or education:**

**Activities, other state and local community services:**

**Hobbies/special interests:**

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301  
Deadline: September 29, 2023, 5 p.m.

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

b. Luhui Whitebear

# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

District/ESD/CC: \_\_\_\_\_

Term expires: \_\_\_\_\_ Years on board: \_\_\_\_\_

Region: \_\_\_\_\_

Position #: \_\_\_\_\_



*I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.
  
  
  
  
  
  
  
  
  
  
2. What do you want to accomplish by serving on the OSBA board of directors?
  
  
  
  
  
  
  
  
  
  
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.



# OSBA Board of Directors

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

**Other education board positions held/dates:**

**Occupation** (Include at least the past five years):

Employers:

Dates:

**Schools attended** (Include official name of school, where and when):

High school:

College:

Degrees earned:

**Education honors and/or awards:**

**Other applicable training or education:**

**Activities, other state and local community services:**

**Hobbies/special interests:**

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**

- ii. Election - Legislative Policy Committee Position 10
  - a. Soren Rounds

# OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Soren Rounds

Date: 9/18/27

Address: 15213 Lobster Valley Road

City/Zip: Alsea 97324

Business phone: \_\_\_\_\_

Residence phone: 541-486-4101

Cell phone: 541-510-8758

E-mail: Soren.rounds@alsea.k12.or.us

District/ESD/CC: Alsea 7J

Term expires: 2027 Years on board: 1.5

Region: Linn Benton Lincoln 10



Position #: 10

*I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

Soren Rounds

9/18/24

Name

Date

***Be brief; please limit your responses to 50 words per question.***

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?

I would like to advance the interests of primary and secondary education in Oregon.

2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

In my role as director of pharmacy for a local hospital, managing all pharmacy personnel, operations, and policy development, I strived to utilize inclusion. During that time I oversaw the implementation of a new electronic medical record system which was viewed with much skepticism by most employees. Building the drug library, order sets, and protocols took a year of work. In order to reduce pessimism I included every pharmacy employee rotating them in and out of the build team. This resulted in near-universal ownership and acceptance.

3. What do you see as the two most challenging legislative issues faced by OSBA?

Equalizing financial support with needs and expectations is probably the biggest challenge. Less of a problem but also significantly important is ensuring the educating people remains the goal of the educational system, resisting "culture war" related policy.

4. What do you see as the two most challenging legislative issues faced by your region?

Obtaining adequate financial support is the latest challenge in my region, as it likely is everywhere. Resisting the addition of added reporting requirements is important particularly for small districts of which there are many in region 10.

5. What is your plan for communicating with boards in your region about legislative issues?

I hope to actively solicit questions and make myself generally available for discussion once boards are familiar with my position and contact in formation.

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# OSBA Legislative Policy Committee

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district (include committee name and if you were chair):**

Board vice-chair, 2023-present  
Member, superintendent search committee, 2022-23

**Other education board positions held/dates:**

**Occupation (Include at least the past five years):**

**Employers:**

**Dates:**

Pharmacist, Peacehealth Riverbend Hospital

2008-2017

Pharmacy Director, McKenzie-Willamette Medical Center

2007-2008

**Schools attended (Include official name of school, where and when):**

High school: Alsea High School, Alsea Oregon, 1989-1992

College: Lane Community College 1993-1995; University of Oregon 1998-2000; Oregon State University 2000-2004

Degrees earned: Associate of Applied Science, Automotive Technology; Bachelor of Science, General Science; Doctor of Pharmacy

**Education honors and/or awards:**

**Other applicable training or education:**

**Activities, other state and local community services:**

Cascade Medical Team Foundation, past board member 2010-2015  
Cascade Medical Team Guatemala mission pharmacy leader, 2007-2015  
Friends of the Corvallis-Benton County Public Library current board member and active volunteer

**Hobbies/special interests:**

Gardening, reading, automotive repair and restoration

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**

I am not completely certain of the activities performed by the ideal LPC member, but I hope to learn how to best advance the interests of education in Oregon through advocacy in the community, to organizations, and to governing bodies. I am currently retired and have time to dedicate to this purpose

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

b. Jason Curtis

## OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Jason E. Curtis Date: 9/26/24  
Address: 809 Washburn St.  
City/Zip: Brownsville, OR 97327  
Business phone: (541) 619-5340  
Residence phone: Same  
Cell phone: Same  
E-mail: jason.curtis@centrallinn.k12.or.us  
District/ESD/CC: Central Linn School District #552  
Term expires: 6/30/27 Years on board: 2  
Region: Linn Benton Lincoln ESD Position #: 10



*I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

Jason E. Curtis 9/26/24  
Name Date

**Be brief; please limit your responses to 50 words per question.**

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?  
I want give a voice to smaller rural districts in the larger conversation with regards to policy creation in Salem.
  
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.  
My leadership style is to include all voices in the process. I was instrumental in the creation of our current policy committee itself along with the guidelines of operation. This committee has allowed for student, teacher, and community voices to engage in policy creation in our district.
  
3. What do you see as the two most challenging legislative issues faced by OSBA?  
I see getting truly representative data into the decision making process, along with achieving full understanding in Salem of the issues directly affecting school districts in Oregon as two prominent challenges faced by the OSBA.
  
4. What do you see as the two most challenging legislative issues faced by your region?  
I see unfunded policy requirements and under funding in general as the two most challenging legislative issues in our region. Laying off staff, cutting back on necessary programs, and ultimately spending large amounts of administrative time on requirements not directly benefitting student outcomes make running a small district more difficult.
  
5. What is your plan for communicating with boards in your region about legislative issues?  
My plan would be to send out monthly e-mail to boards in our region keeping them up to date with legislative issues and seeking their input/questions.

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301  
*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# OSBA Legislative Policy Committee

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

I proposed and assisted with the creation of our district policy committee creation as well as serving on the committee. I also serve on the budget committee for our district.

**Other education board positions held/dates:**

No other educational board positions other than current Zone 5 position for CLSD

**Occupation** (Include at least the past five years):

Employers:		Dates:
Sand Ridge Charter School	Full Time Teacher	2001-2003
Curtis Excavation, LLC	Owner	2003-Present

**Schools attended** (Include official name of school, where and when):

High school: Lebanon Union High School, Lebanon OR, 1993-1997

College: Oregon State University, Corvallis OR, 1997-2001

Degrees earned: BS in Elementary Education

**Education honors and/or awards:**

National Honor Society Member

**Other applicable training or education:**

N/A

**Activities, other state and local community services:**

Brownsville Rural Fire Dept. Volunteer (Current), Brownsville Recreation Center Volunteer Coach (Current), AYSO Soccer Volunteer Coach/Ref. (Past)

**Hobbies/special interests:**

Attending my children's sporting events, motocross racing, reading (primarily non-fiction), community events

**Business/professional/civic group memberships; offices held and dates:**

Sharing Hands, Board Member 2014-2018  
Brownsville Fire Association, Secretary, VP, President 2013-Present  
Brownsville Chamber of Commerce, Member 2015-Present

**Additional comments:**

Thank you for your consideration!

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301  
*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

iii. Dues Schedule Resolution



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## Resolution to Amend the OSBA Dues Schedule

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WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

*Submitted by: OSBA Board of Directors*

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

\*Add \$250 annually until floor is reached, then increase 15% through year 5

\*\*Reflects an estimated CPI increase of 4%

\*\*\* \$25,000 cap prior to CPI

\*\*\*\*Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college. (\$25,500)

**From:** Krista Nieraeth [krista.nieraeth@alsea.k12.or.us]  
**To:** Lora Nickle [lora.nickle@alsea.k12.or.us]  
**Subject:** Fwd: New submission from Contact Us  
**Sent:** Thu 12/5/2024 6:23 PM GMT-06:00  
**Importance:** Normal

----- Forwarded message -----

From: **Risteen Follett** <[risteen.follett@alsea.k12.or.us](mailto:risteen.follett@alsea.k12.or.us)>  
Date: Tue, Nov 19, 2024 at 2:38 PM  
Subject: Re: New submission from Contact Us  
To: La'Nell Trissel <[ltrissel@osba.org](mailto:ltrissel@osba.org)>, Krista Nieraeth <[krista.nieraeth@alsea.k12.or.us](mailto:krista.nieraeth@alsea.k12.or.us)>

Thank you La'Nell. One more quick question.

Can you provide more information on the consumer price index cost changes or point me to where my board and I can better understand?

Thank you,  
Risteen

On Tue, Nov 19, 2024 at 14:01 La'Nell Trissel <[ltrissel@osba.org](mailto:ltrissel@osba.org)> wrote:

Hi Risteen,

Dues for school districts and education districts are based on ADMr as reported by ODE on Dec. 31 of the preceding year. The proposed dues increase uses a phased approach that would result in members who are currently paying more than \$1,500 annually to experience an increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. For members who are below this floor, dues will increase \$250 per year until the floor is reached. The proposal sets a \$1,500 minimum and a \$25,000 maximum dues rate per fiscal year. Beginning in the 2030-31 fiscal year, the proposal also allows for annual dues increase to be based on a percentage in alignment with the Consumer Price Index.

The best way to determine how this will affect large and small districts is through the [schedule](#) that is provided in the resolution.

Sincerely,

**La'Nell**

La'Nell Trissel

Executive Assistant

Oregon School Boards Association

[www.osba.org](http://www.osba.org)

Phone: 503-485-4834

---

**From:** OSBA Information <[info@osba.org](mailto:info@osba.org)>  
**Sent:** Tuesday, November 19, 2024 11:19 AM  
**To:** OSBA Information <[info@osba.org](mailto:info@osba.org)>; [webmaster@milesit.com](mailto:webmaster@milesit.com) <[webmaster@milesit.com](mailto:webmaster@milesit.com)>  
**Subject:** New submission from Contact Us

<b>Name</b>
Risteen Follett
<b>Email</b>
<a href="mailto:risteen.follett@alsea.k12.or.us">risteen.follett@alsea.k12.or.us</a>
<b>Which department should this message be sent to?</b>
Executive Department
<b>Message</b>
Hello,  I'd like to get some additional information for my board. For resolution 1 ( <a href="https://www.osba.org/wp-content/uploads/Resolution-OSBA-Dues-Schedule-Amendment-Final.pdf">https://www.osba.org/wp-content/uploads/Resolution-OSBA-Dues-Schedule-Amendment-Final.pdf</a> ) we're getting conflicting information. Some feedback coming in is that there is a change per student by percentage, but then there is the increase set in the link based on ADMr. Overall, can you share with me by percentage how this resolution will impact small districts vs larger districts. I'd like to better understand this from OSBA to share with my board.  Risteen Follett Alsea Board Chair

--



**Krista Nieraeth, M.Ed.**  
*Superintendent, K - 12 Principal, and Special Education Director*  
**Alsea School District**  
**Phone:** (541) 487-4305  
**Email:** [krista.nieraeth@alsea.k12.or.us](mailto:krista.nieraeth@alsea.k12.or.us)

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*email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.*

iv. PRIDE Caucus Resolution



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## **Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors**

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*

# BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS  
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT

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# ARTICLE 1

## CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the “Caucus”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

# ARTICLE 2

## NAME, MISSION AND GOALS

**2.1 Name.** This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

**2.2 Mission.** To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

**2.3 Goals.**

**2.3.1** The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

**2.3.2** Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

**2.3.3** Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

**2.3.4** Serving as a resource.

**2.3.5** Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

**2.3.6** Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

**2.3.7** Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

## ARTICLE 3

### MEMBERSHIP

**3.1 Qualification.** All members must support the purposes and goals of the Caucus as set forth in Article 2.

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

**3.3 Attendees.** The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

**3.4 Membership List.** The Membership list shall be maintained by the Secretary.

## ARTICLE 4

### BUDGET

**4.1 Budget.** The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

## ARTICLE 5

### MEETINGS

**5.1 Annual Meetings.** An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

## **5.2 Regular and Special Meetings.**

**5.2.1 Regular Meetings.** The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

**5.2.2 Special Meetings.** Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

## **5.3 Notice.**

**5.3.1** Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

**5.3.2** Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

**5.4 Quorum.** Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

**5.5 Organization.** The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

**5.7 OSBA Staff Liaison.** The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

**5.8 Compliance with Open Meetings Laws.** The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

# **ARTICLE 6**

# CAUCUS LEADERSHIP COUNCIL

**6.1 Composition.** The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

**6.2 Term.** Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

## 6.3 Nomination and Election

**6.3.1 Nomination.** Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

**6.3.2 Election.** The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

## 6.4 Designations

**6.4.1 President.** The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

**6.4.2 Vice President.** In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

**6.4.3 Immediate Past President.** The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

**6.4.4 Secretary.** The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

**6.4.5 Treasurer.** The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

**6.4.6 Regional Caucus Directors.** There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

**Future positions:**

**6.4.7 At-Large Members.** There shall be two At-Large Directors.

**6.5 Resignation.** A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

**6.6 Vacancies.** Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

**6.7 Removal.** Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

## ARTICLE 7

### EXECUTIVE COMMITTEE

**7.1 Composition.** There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

**7.2 Responsibilities.** The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Caucus when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Caucus at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

**7.3 Ratification.** Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

**7.4 Administration.** The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

## **ARTICLE 8**

### **COMMITTEES**

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

## **ARTICLE 9**

### **SEAT ON THE OSBA'S BOARD OF DIRECTORS**

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

## **ARTICLE 10**

### **GENERAL PROVISIONS**

## **10.1 Amendment of Bylaws**

**10.1.1** Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

**10.1.2** Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

**10.1.3** Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

## **10.2 Seat on OSBA'S Legislative Policy Committee (LPC)**

**10.2.1** The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

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*The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.*

v. Bylaws Update Resolution



### Resolution to Amend the OSBA 2023 Bylaws

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

**Submitted by: OSBA Board of Directors**



# BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

## SECTION 1 PURPOSE

The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:

- A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- B. To gather and disseminate information pertinent to the successful operation of public schools.
- C. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.
- D. To work for adequate and dependable financial support for the public schools of this state.
- E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- G. To study and interpret educational programs and to relate them to the needs of pupils.
- H. To promote public understanding of the role of school boards and school board members in the improvement of education.
- I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.
- K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2 MEMBERS

**2.1 Admission.** All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

- 2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;
- 2.1.2 Education Service District as defined under ORS Chapter 334;
- 2.1.3 Community College District as defined under ORS Chapter 341;
- 2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

**2.2 Dues.** Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

**2.3 Reserved Powers of the Members.** The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee (“LPC”) members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

**2.4 Voting Power.**

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

**2.5 Process of Approval of Member Resolutions.**

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30~~th~~. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

## 2.6 Regional Election of Directors and LPC Members.

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the counties of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.
- (k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
- (l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
- (m) Washington Region includes all of the members located in the county of Washington.
- (n) Multnomah Region includes all of the members located in the county of Multnomah.

2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the members within the region.

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~115.~~
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association.~~
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- ~~2.13.1~~ 2.14 Approval:** With the exception of approving amendments to the Association's bylaws, which is as outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
  - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

## SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23,~~ all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

**3.2 Qualifications.** Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum<sup>7</sup> and maximum<sup>2</sup> by the members.

**3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

**3.5 Composition.** The board of directors will be comprised of up to ~~23~~<sup>22</sup> regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes ~~cast by the~~ members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 ~~Designated-Caucus~~ Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who that~~ is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

(a) Any director of the National School Boards Association elected from Oregon;

~~(b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~

~~(c) The immediate past president of the Oregon Association of School Executives;~~

(d) The ~~immediate past president~~ Executive Director of the ~~Confederation~~ Coalition of School Administrators;

(e) The ~~board section president~~ Chair-Elect of the Oregon Association of Education Service Districts;

(f) The board ~~section~~ president of the Oregon Community College Association;

(g) The chair of the State Board of Education; and

(h) Any other person ~~as that~~ the board of directors may appoint.

Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

**3.6 Vacancies.** In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

**3.7 Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

**3.8 Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

**3.9 Regular Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.

**3.10 Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

**3.11 Place of Meetings.** The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

**3.12 Telephonic/Video Meetings.** The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

**3.1013 Notice of Meetings.** All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

**3.1114 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

**3.1215 Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

**3.1316 Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

**3.1417 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.1518 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**3.1619 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

## SECTION 4 COMMITTEES AND CAUCUSES

4.1 **Standing Committees.** The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chairman ~~and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws~~, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to its delegation delegated~~ of authority to ~~such committee by the board of directors, act~~ in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board ~~of directors by mail, email, on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported~~ ~~or~~ at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~e~~Operating gGuidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and one designated~~

voting member as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)~~(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC, and shall do so one or more of the members in the region must timely submit to the board of directors by a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The Nominations and election of the LPC representatives will be closed by a date identified in shall be in accordance with the elections calendar adopted by the board.

~~(d)~~(e) Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1 ~~(de)~~. Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

~~(e)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three year terms and, if eligible, may return after a one year hiatus.~~

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, ~~however,~~ that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

**4.3 Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

**4.4 Caucuses.** Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 ~~Caucuses shall~~ clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1 ~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.56 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.57 ~~With the adoption of this section, t~~The Oregon Rural School Boards Members Caucus ~~is~~  
was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 **Administration.** Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.12 **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.23 **Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.34 ~~Compensation and~~ **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

### 5.5 Compensation

~~Directors and members of committees~~Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. ~~Directors~~  
Officers shall not otherwise be compensated for service in their capacity as ~~directors~~officers.

5.46 **Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

**5.57 Officers.** The officers of the Association are as follows:

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint ~~any committees~~ positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

## SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

## SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in ~~As per the PACE Restated Trust Agreement. ,the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than ~~may serve~~ three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

## SECTION ~~7~~8 GENERAL PROVISIONS

### ~~78~~8.1 Amendment of Bylaws.

- ~~78~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.
- ~~78~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.
- ~~78~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.
- ~~78~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.
- ~~78~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.
- ~~78~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

### ~~78~~8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

- 78.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.
- 78.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.
- 78.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.
- 78.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- 78.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

\* \* \* \* \*

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.

7. **First Reading \*(Shaded words are new/strikethroughs are deleted)**
  - a. KL - AR - Public Complaint Procedure

# Alsea School District 7J

Code: KL-AR  
Revised/Reviewed: 6/13/17; 4/13/23  
Orig. Code(s): KL-AR

## Public Complaint Procedure

### Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved.

### The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file ~~a written, signed~~ the complaint using the form at the end of this administrative regulation, or the information on the form, either in writing or via email ~~complaint with to~~ the principal and/or supervisor. The principal and/or supervisor shall evaluate the evidence complaint and render a decision within five working days after receiving the complaint.

### The Superintendent: Step Three

If such a discussion with the principal and/or supervisor Step 2 does not resolve the complaint, within 10 working days of the meeting with the principal and/or supervisor, the complainant, if he/she wishes to pursue the action, shall file the appeal using the form at the end of this administrative regulation, or the information on the form, either in writing or via email ~~a signed, written complaint with to~~ the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 10 working days after receiving the written complaint.

### The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The appeal may be submitted to the Board in writing or via email expressing the desire for the Board to hold a hearing (the form is not required to appeal to the Board as the Board is at this time only deciding whether or not to hold a hearing). The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complainant complaint and to hear and evaluate such any other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the principal [and/or supervisor](#).

Complaints against the principal [and/or supervisor](#) may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board may refer the investigation to a third party. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel on behalf of the Board. The Board chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. 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. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule that the for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

**ALSEA SCHOOL DISTRICT  
COMPLAINT FORM**

TO:     District Office    \_\_\_\_\_ (Name of School)

Person Making Complaint \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

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

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Who should we talk to and what evidence should we consider? \_\_\_\_\_

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

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Office Use: Disposition of Complaint: \_\_\_\_\_

\_\_\_\_\_

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

cc: District Office

8. **Second Reading**

- a. EEA - Student Transportation Services

# OSBA Model Sample Policy

Code: EEA  
Adopted:

## Student Transportation Services

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for students experiencing homelessness to and from the student's school of origin<sup>1</sup> as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the superintendent.

**Elementary students in grades K-6 who live more than one mile from school will be transported. Secondary students in grades 7-12 who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.**

Miles from school will be determined by the superintendent or designee in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).

The district may use Type 10 School Activity Vehicles to transport students from home to school, school to home and from district-sponsored activities.

The district may also provide transportation using federal funds<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved

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<sup>1</sup> "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

<sup>2</sup> "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>3</sup> If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.<sup>4</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus **or vehicle** driver to the transportation supervisor. The transportation supervisor will, as soon as possible, inform the **building administration** of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the **building administration** and transportation supervisor.

The **building principal** or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus **or vehicle** driver will be responsible for the school bus **or vehicle** at all times from departure until return. The driver will not participate in any activities that might impair their driving abilities.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

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**Legal Reference(s):**

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<sup>4</sup> “Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

[ORS 327.006](#)  
[ORS 327.033](#)  
[ORS 327.043](#)  
[ORS 332.405](#)  
[ORS 332.415](#)  
[ORS 339.240 - 339.250](#)  
[ORS 343.155 - 343.246](#)  
[ORS 343.533](#)  
[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)

[ORS 815.080](#)  
[ORS 820.100 - 820.190](#)  
  
[OAR 581-021-0050 - 0075](#)  
[OAR 581-022-2345](#)  
[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0031](#)

[OAR 581-053-0040](#)  
[OAR 581-053-0053](#)  
[OAR 581-053-0060](#)  
[OAR 581-053-0070](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0220](#)  
[OAR 581-053-0230](#)  
[OAR 581-053-0240](#)  
[OAR 735-102-0010](#)

Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

b. EEA - AR - School Bus Scheduling and Routing

# OSBA Model Sample Policy

Code: EEA-AR

Revised/Reviewed:

## School Bus Scheduling and Routing

Actual bus stops and routes will be determined by the **transportation supervisor** and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the **superintendent in consultation with the transportation supervisor**.

The superintendent **or designee** will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

School bus routes will be planned and organized to ensure student safety and receive the maximum bus use efficiency.

1. Student safety will be the major part of any route decisions.
2. Bus routing will be the responsibility of the transportation supervisor, or delegated representative, with the administrator's assistance.
3. Anyone requesting a route change will be referred to the transportation supervisor or delegated representative.
4. Route conditions will be reviewed routinely.
5. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
6. Bus routes will traverse city, county, state or federal roads using district discretion.
7. Students living within one mile of school may be transported for health, safety and disability reasons when an approved supplemental plan is on file.
8. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop. Elementary students may be expected to walk up to one mile to a bus stop.
9. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.

10. A fully supported seat shall be provided each student. Students must not stand.
11. Students may be transferred directly from one bus to another while being transported to and from school.
12. Transportation of students for nonschool group activities during regular school to home routes shall, in order to ensure adequate space, require written request from the parent and prior approval from the transportation supervisor.

c. EEACA - School Bus Driver Examination and Training

# OSBA Model Sample Policy

Code: EEACA

Adopted:

## School Bus Driver Examination and Training

School bus driver selection procedures will be developed to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities. Each new school bus driver will be selected for their potential for improving the fleet's record and performance.

1. School bus driver selection will be based on: investigating application references; a motor vehicles report from the department of motor vehicles; a criminal records check; a drug [and alcohol] test; other physical requirements; a planned oral interview; tests conducted by the district; a driver training program; and verification that the driver's physical examination was certified by a medical examiner. This medical examiner's certificate must have been listed in the Federal Motor Carrier Safety Administration's, National Registry of Certified Medical Examiners as of the date of the issuance for the bus driver's examination certificate.
2. No school bus driver shall be placed on a route or in any vehicle transporting students without a school bus **permit** or **certificate** issued by the Oregon Department of Education (ODE).
3. No school bus driver shall be placed in any vehicle subject to commercial driver's license requirements or permitted to perform any other safety-sensitive functions who does not comply with applicable provisions of the Omnibus Transportation Employee Testing Act of 1991.
4. In emergencies, only school bus drivers who are on the ODE emergency drivers' list will be used.

All school bus drivers are required to inform the district within 15 days of any change in their driving or criminal records that could affect their eligibility to maintain the necessary ODE approval for licensing.

A school bus manufacturer, school bus dealer or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

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### Legal Reference(s):

[ORS 659.840](#)

[ORS 659A.300](#)

[ORS 659A.306](#)

[ORS Chapters 801, 802, 807, 809,](#)

[811, 813](#)

[ORS 807.038](#)

[ORS 820.110](#)

[OAR 581-053-0002](#)

[OAR 581-053-0003](#)

[OAR 581-053-0004](#)

[OAR 581-053-0031](#)

[OAR 581-053-0040](#)

[OAR 581-053-0053](#)

[OAR 581-053-0060](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).  
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.41, 391.43 (2016).

d. EEACCA - Video Cameras on Transportation Vehicles

# OSBA Model Sample Policy

Code: EEACCA

Adopted:

## Video Cameras on Transportation Vehicles \*

The Board recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles that transport students to and from curricular and extracurricular activities.

Such equipment may also be used to monitor the performance of district employees in the fulfillment of their duties in school transportation vehicles that are transporting students to and from curricular and extracurricular activities.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board policies and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations and collective bargaining agreements including provisions related to evaluation, discipline and dismissal.

Video recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record. In such cases, the district shall comply with all applicable state and federal laws related to education records. Such records will also be subject to established district procedures regarding education records including access, review and release of such records.

The superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 30.864](#)  
[ORS 192.420 to -192.505](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[ORS 332.107](#)  
[ORS 336.187](#)  
[ORS 342.850](#)

[OAR 166-400-0010 to -0065](#)  
[OAR 581-021-0210 to -0430](#)  
[OAR 581-022-2260](#)  
[OAR 581-053-0240\(11\)](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

e. EEACCA - AR - Video Cameras on Transportation Vehicles

# OSBA Model Sample Policy

Code: EEACCA-AR

Revised/Reviewed:

## Video Cameras on Transportation Vehicles \*

### Education Records

1. The district will comply with provisions of state and federal law regarding education records requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) as applicable to the district's use of video recordings. Video recordings which become a part of a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.
2. The district will include notice in parent/student handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.
3. Students **will not** be notified when video camera is "on board" and in use on district vehicles.

### Staff Records

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and collective bargaining agreements governing access, review and release of employee personnel records.
2. The district will include notice in personnel handbooks that video cameras may be used on district transportation vehicles that transport students to and from curricular and/or extracurricular activities.
3. Staff **will not** be notified when video camera is "on board" and in use in district vehicles.

### Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for **five** days after the initial recording, unless a request is made to view a recording. These recordings will then be erased unless they become part of a student's education record.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording will then be either erased or retained as necessary as a part of the student's education record and/or employee's personnel record in accordance with the established district policy and procedures.

## Use

1. Video cameras will be **used on district transportation vehicles as determined by the transportation supervisor and superintendent.**
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## Viewing Requests

1. Requests for viewing video recordings will be limited to district officials, including teachers whom the district has determined to have legitimate educational interests, parent(s) or the student 18 years of age or older or others specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the **superintendent** within **five** school days of the date of recording.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
4. Approval/Denial for viewing will be made within **five** school days of receipt of request and so communicated to the requesting individual(s).
5. Video recordings will be made available for viewing within **three** school days of the request approval.

## Viewing

1. Actual viewing will be permitted at district-related sites only, including the transportation office, and at the **district office** or as otherwise required by law.
2. A written log will be maintained of those viewing video recordings including the date of viewing, the reason for viewing, the date the recording was made, the vehicle and driver recorded and the signature of the viewer.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures and district personnel records policy, procedures and applicable collective bargaining agreements.

9. **Board Comments**

10. **Future Agenda Items**

11. **Key Dates**

Winter Break - December 23-January 3

Teacher Work Day - January 6, No Students

Students Return - January 7