

05/20/2026 Board Meeting

Wednesday, May 20, 2026 7:00 PM

District Office Board Room, 401 N Canyon City Blvd, Canyon City, OR 97820

1. PRELIMINARY BUSINESS

1.1. Call to order

1.1.1. Board Attendance

1.2. Pledge of Allegiance

1.3. Agenda Review

2. PUBLIC COMMENTS | 3-MINUTE LIMIT

2.1. Public Forum

2.1.1. 1)

2.1.2. 2)

2.1.3. 3)

3. STUDENT REPORTS

3.1. Grant Union ASB

4. REPORTS

4.1. Financial/Business Manager

Speaker (s) : Mary Jo Evers

4.2. Current Enrollment | Average Daily Membership (ADM) Reporting as of last day of previous month

Speaker (s) : Mark Witty

4.3. Current Staffing

Speaker (s) : Mark Witty

4.4. Administrator's Reports | Previous Month

4.4.1. Principal, Shanna Northway | Vice Principal, Andy Lusco | GU/SPED

4.4.2. Interim Principal, Jay Hummel | Humbolt (HES)

4.4.3. Head Teacher, Stacy Durych | Seneca (SES)

4.4.4. Director, Trina Fell | Humbolt Child Care Center (HCCC)

4.5. Superintendent's Report

Speaker (s) : Superintendent Mark Witty

4.5.1. Program Videos

4.5.2. Wellness Committee

4.5.3. Summer School Grant

4.5.4.	Graduation June 6th, 2026 at 10am Grant Union Jr/Sr High School New Gym	
4.5.5.	Friday Academy	
4.5.6.	Student Based Health Clinic Expansion	
4.5.7.	Update on Early Learning Center	
4.5.8.	EcoNorthwest Side Account Information June 15,2026 10am	
4.5.9.	Instructional Hours State Lens	
4.5.10.	Budget Meeting May 26, 2026	
4.5.11.	Strategic Plan Update	
4.5.11.1.	Spring Survey Data	
4.5.11.2.	May 8th, 2026 Met with Implementation Team	
4.5.11.3.	May 13, 2026 Met with Strategic Plan Committee	
4.5.11.4.	June 24, 2026 Silvies Ranch All Staff Workshop	
4.5.12.	Leadership Transitions Update	
4.6.	Construction/Capital Projects Update	Speaker (s) : Superintendent Mark Witty
4.6.1.	Early Learning Center	
4.6.2.	Humbolt Greenhouse and Chicken Coop	
5.	CONSENT AGENDA	Speaker (s) : Superintendent Mark Witty
5.1.	Recommend Approving Board Meeting Minutes	Speaker (s) : Superintendent Mark Witty
5.2.	Recommend Accepting New Hires	Speaker (s) : Superintendent Mark Witty
5.3.	Recommend Accepting Employment Role Transfer	Speaker (s) : Superintendent Mark Witty
5.3.1.	Bobbee Boethin Special Education Teacher	
5.3.2.	Holly Wick Special Education Teacher	
5.3.3.	Shanley Cobb Special Education Teacher	
5.3.4.	Elijah Humbird Elementary Teacher	
5.4.	Recommend Accepting Employment Role Addition	Speaker (s) : Superintendent Mark Witty

5.4.1.	Andrea Combs Grant Union 2025-26 Extended School Year	
5.4.2.	Dennise Blevins Grant Union 2025-26 Jumpstart	
5.4.3.	Fallen Lusco Grant Union 2025-26 Jumpstart	
5.4.4.	Jordan Hall Grant Union 2025-26 Extended School Year	
5.4.5.	Marissa Smith Grant Union 2025-26 Jumpstart	
5.4.6.	Shanley Cobb Extended School Year 2025- 26 K-6	
5.4.7.	Sena Raschio Kinder Camp 2025-26	
5.5.	Recommend Accepting Employment Resignations	Speaker (s) : Superintendent Mark Witty
5.5.1.	Doug Sharp Retiring End of 26.27 SY	
5.5.2.	Sophia Brockway Junior High Girls Wrestling Coach	
5.5.3.	Sherri Giffin SPED Aide	
5.5.4.	Trina Fell Child Care Director	
6.	NEW BUSINESS	Speaker (s) : Superintendent Mark Witty
6.1.	First Reading of Policies	Speaker (s) : Superintendent Mark Witty
6.1.1.	BBAA G1 Board Member's Authority and Responsibilities	
6.1.2.	BBE G1 Vacancies on the Board	
6.1.3.	BBE R G1 Board Member Vacancy Application	
6.1.4.	BCB Board Officers	
6.1.5.	BCE G1 Board Committees	
6.1.6.	BD G1 Board Meetings, Notices, and Communications	
6.1.7.	BDC G1 Executive Sessions	
6.1.8.	BDD G1 Board Meeting Procedures	
6.1.9.	BDDC G1 Board Meeting Agenda	
6.1.10.	BDDG G Recordings and Minutes of Board Meetings	
6.1.11.	CBA G1 Qualifications and Duties of the Superintendent	
6.1.12.	CBG G1 Evaluation of the Superintendent	
6.1.13.	DBEA G2 Budget Committee	

6.1.14. EBB G1 | Integrated Pest Management

6.1.15. EBBA G1 | Student Health Services

6.1.16. GBA G1 | Equal Employment Opportunity

6.1.17. GBA R G1 | Veteran and State
Servicemember Preference

6.1.18. GBN_JBA G1 | Sexual Harassment

6.1.19. JBA_GBN G1 | Sexual Harassment

6.1.20. GCBDA | Family and Medical Leave

6.1.21. GCBDD GDBDD | Sick Time

6.2. Approve Second Reading of Policies

6.2.1. EFA | Local Wellness

7. **FUTURE CALENDAR DATES | 2025 | ALL MEETINGS ARE HELD AT DISTRICT OFFICE, UNLESS OTHERWISE SPECIFIED** **Speaker(s):**
Superintendent Mark Witty

7.1. Budget Meeting | May 26th

7.2. Board Meeting | June 17th

8. **BOARD REPORTS**

8.1. Kris Beal

8.2. M.T. Anderson

8.3. Amy Charette

8.4. Chris Labhart

8.5. Zac Bailey

8.6. Will Blood

8.7. Lucas Moore

9. **TOTAL IN ATTENDANCE**

9.1. In Person

9.2. Via Zoom

10. **ADJOURN MEETING**

Grant School District #3

General Ledger - General Fund Exp - All Locations

Fiscal Year: 2025-2026 From Date: 4/1/2026 To Date: 4/30/2026

Account Mask: 100??????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
1111 - Elementary Programs K-6						
000 - Undesignated	\$1,989,139.46	\$92,225.35	\$1,291,796.41	\$616,176.33	\$81,166.72	95.92%
1111 - Elementary Programs K-6 Total:	\$1,989,139.46	\$92,225.35	\$1,291,796.41	\$616,176.33	\$81,166.72	95.92%
1121 - Junior High School Programs 7-8						
000 - Undesignated	\$346,930.20	\$23,523.49	\$182,815.77	\$88,478.21	\$75,636.22	78.20%
1121 - Junior High School Programs 7-8 Total:	\$346,930.20	\$23,523.49	\$182,815.77	\$88,478.21	\$75,636.22	78.20%
1122 - Junior High Extracurricular						
000 - Undesignated	\$56,878.33	\$5,487.76	\$35,935.34	\$4,343.96	\$16,599.03	70.82%
1122 - Junior High Extracurricular Total:	\$56,878.33	\$5,487.76	\$35,935.34	\$4,343.96	\$16,599.03	70.82%
1131 - High School Programs 9-12						
000 - Undesignated	\$1,437,147.77	\$142,507.44	\$1,002,000.03	\$480,096.46	(\$44,948.72)	103.13%
1131 - High School Programs 9-12 Total:	\$1,437,147.77	\$142,507.44	\$1,002,000.03	\$480,096.46	(\$44,948.72)	103.13%
1132 - High School Extracurricular						
000 - Undesignated	\$308,763.95	\$22,077.01	\$235,765.65	\$35,407.69	\$37,590.61	87.83%
1132 - High School Extracurricular Total:	\$308,763.95	\$22,077.01	\$235,765.65	\$35,407.69	\$37,590.61	87.83%
1210 - Talented And Gifted Programs						
000 - Undesignated	\$21,000.00	\$0.00	\$956.10	\$136.00	\$19,907.90	5.20%
1210 - Talented And Gifted Programs Total:	\$21,000.00	\$0.00	\$956.10	\$136.00	\$19,907.90	5.20%
1250 - Less Restricted Programs for Stdts w Disabilites						
000 - Undesignated	\$969,586.71	\$77,692.38	\$645,408.86	\$309,528.72	\$14,649.13	98.49%
1250 - Less Restricted Programs for Stdts w Disabilites Total:	\$969,586.71	\$77,692.38	\$645,408.86	\$309,528.72	\$14,649.13	98.49%
1291 - Title III						
000 - Undesignated	\$7,681.64	\$350.00	\$3,013.53	\$1,400.12	\$3,267.99	57.46%
1291 - Title III Total:	\$7,681.64	\$350.00	\$3,013.53	\$1,400.12	\$3,267.99	57.46%
2110 - Attendance and Social Work Services						
000 - Undesignated	\$0.00	\$0.00	\$502.88	\$1,749.12	(\$2,252.00)	0.00%
2110 - Attendance and Social Work Services Total:	\$0.00	\$0.00	\$502.88	\$1,749.12	(\$2,252.00)	0.00%
2120 - Guidance Services						
000 - Undesignated	\$1,300.00	\$319.68	\$611.47	\$108.21	\$580.32	55.36%
2120 - Guidance Services Total:	\$1,300.00	\$319.68	\$611.47	\$108.21	\$580.32	55.36%
2130 - Health Services						
000 - Undesignated	\$1,200.00	\$0.00	\$292.03	\$0.00	\$907.97	24.34%
2130 - Health Services Total:	\$1,200.00	\$0.00	\$292.03	\$0.00	\$907.97	24.34%
2190 - Student Support Services						

Grant School District #3

General Ledger - General Fund Exp - All Locations

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

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Account Type: EXPENDITURE

Print accounts with zero balance
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FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
000 - Undesignated	\$223,493.43	\$17,599.28	\$175,466.96	\$40,269.23	\$7,757.24	96.53%
2190 - Student Support Services Total:	\$223,493.43	\$17,599.28	\$175,466.96	\$40,269.23	\$7,757.24	96.53%
2210 - Improvement of Instruction						
000 - Undesignated	\$10,000.00	\$3,680.00	\$26,433.18	\$1,092.86	(\$17,526.04)	275.26%
2210 - Improvement of Instruction Total:	\$10,000.00	\$3,680.00	\$26,433.18	\$1,092.86	(\$17,526.04)	275.26%
2220 - Educational Media Services						
000 - Undesignated	\$10,150.00	\$6,547.77	\$32,215.74	\$6,850.83	(\$28,916.57)	384.89%
2220 - Educational Media Services Total:	\$10,150.00	\$6,547.77	\$32,215.74	\$6,850.83	(\$28,916.57)	384.89%
2230 - Assessment and Testing						
000 - Undesignated	\$5,542.93	\$732.98	\$6,091.53	\$2,702.83	(\$3,251.43)	158.66%
2230 - Assessment and Testing Total:	\$5,542.93	\$732.98	\$6,091.53	\$2,702.83	(\$3,251.43)	158.66%
2240 - Instructional Staff Development						
000 - Undesignated	\$20,000.00	\$2,369.19	\$32,283.86	\$800.00	(\$13,083.86)	165.42%
2240 - Instructional Staff Development Total:	\$20,000.00	\$2,369.19	\$32,283.86	\$800.00	(\$13,083.86)	165.42%
2310 - Board of Education Services						
000 - Undesignated	\$112,900.00	\$2,632.37	\$89,091.83	\$13,444.04	\$10,364.13	90.82%
2310 - Board of Education Services Total:	\$112,900.00	\$2,632.37	\$89,091.83	\$13,444.04	\$10,364.13	90.82%
2320 - Office of the Superintendent						
000 - Undesignated	\$157,583.88	\$11,387.44	\$130,637.61	\$22,188.31	\$4,757.96	96.98%
2320 - Office of the Superintendent Total:	\$157,583.88	\$11,387.44	\$130,637.61	\$22,188.31	\$4,757.96	96.98%
2410 - Office of the Principal Services						
000 - Undesignated	\$941,479.57	\$88,655.81	\$695,776.54	\$194,191.13	\$51,511.90	94.53%
2410 - Office of the Principal Services Total:	\$941,479.57	\$88,655.81	\$695,776.54	\$194,191.13	\$51,511.90	94.53%
2520 - Fiscal Services						
000 - Undesignated	\$247,657.35	\$30,661.28	\$176,059.26	\$60,555.06	\$11,043.03	95.54%
2520 - Fiscal Services Total:	\$247,657.35	\$30,661.28	\$176,059.26	\$60,555.06	\$11,043.03	95.54%
2528 - Risk Management Services						
000 - Undesignated	\$25,000.00	\$0.00	\$24,797.00	\$0.00	\$203.00	99.19%
2528 - Risk Management Services Total:	\$25,000.00	\$0.00	\$24,797.00	\$0.00	\$203.00	99.19%
2529 - Unemployment						
000 - Undesignated	\$500.00	\$100.00	\$40,602.16	\$0.00	(\$40,102.16)	8120.43%
2529 - Unemployment Total:	\$500.00	\$100.00	\$40,602.16	\$0.00	(\$40,102.16)	8120.43%
2540 - Operation/Maintenance of Plant						
000 - Undesignated	\$1,204,135.21	\$107,757.49	\$996,026.62	\$136,036.65	\$72,071.94	94.01%
2540 - Operation/Maintenance of Plant Total:	\$1,204,135.21	\$107,757.49	\$996,026.62	\$136,036.65	\$72,071.94	94.01%

Grant School District #3

General Ledger - General Fund Exp - All Locations

Fiscal Year: 2025-2026 From Date: 4/1/2026 To Date: 4/30/2026

Account Mask: 100????????????????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
2545 - Asbestos Abatement						
000 - Undesignated	\$2,000.00	\$0.00	\$2,500.00	\$0.00	(\$500.00)	125.00%
2545 - Asbestos Abatement Total:	\$2,000.00	\$0.00	\$2,500.00	\$0.00	(\$500.00)	125.00%
2550 - Student Transportation						
000 - Undesignated	\$909,038.41	\$75,931.50	\$674,131.72	\$162,527.23	\$72,379.46	92.04%
2550 - Student Transportation Total:	\$909,038.41	\$75,931.50	\$674,131.72	\$162,527.23	\$72,379.46	92.04%
2555 - Extra Curricular Transportation						
000 - Undesignated	\$24,500.00	\$973.83	\$8,053.48	\$32.12	\$16,414.40	33.00%
2555 - Extra Curricular Transportation Total:	\$24,500.00	\$973.83	\$8,053.48	\$32.12	\$16,414.40	33.00%
2558 - Special Education Transportation						
000 - Undesignated	\$0.00	\$7,864.10	\$62,125.73	\$28,377.62	(\$90,503.35)	0.00%
2558 - Special Education Transportation Total:	\$0.00	\$7,864.10	\$62,125.73	\$28,377.62	(\$90,503.35)	0.00%
2640 - Staff Services						
000 - Undesignated	\$0.00	\$258.00	\$1,949.20	\$0.00	(\$1,949.20)	0.00%
2640 - Staff Services Total:	\$0.00	\$258.00	\$1,949.20	\$0.00	(\$1,949.20)	0.00%
2660 - Technology Services						
000 - Undesignated	\$70,339.28	\$3,424.73	\$90,499.82	\$1,600.71	(\$21,761.25)	130.94%
2660 - Technology Services Total:	\$70,339.28	\$3,424.73	\$90,499.82	\$1,600.71	(\$21,761.25)	130.94%
4155 - Building Improvements						
000 - Undesignated	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
4155 - Building Improvements Total:	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
5200 - Transfer of Funds						
000 - Undesignated	\$810,000.00	\$0.00	\$40,000.00	\$0.00	\$770,000.00	4.94%
5200 - Transfer of Funds Total:	\$810,000.00	\$0.00	\$40,000.00	\$0.00	\$770,000.00	4.94%
6110 - Planned Reserve						
000 - Undesignated	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	0.00%
6110 - Planned Reserve Total:	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	0.00%
7000 - Unapprop End Fund Balance						
000 - Undesignated	\$900,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	0.00%
7000 - Unapprop End Fund Balance Total:	\$900,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	0.00%
Grand Total:	\$10,943,948.12	\$724,758.88	\$6,703,840.31	\$2,208,093.44	\$2,032,014.37	81.43%

End of Report

Grant School District #3

General Ledger - General Fund Exp - District

Fiscal Year: 2025-2026 From Date: 4/1/2026 To Date: 4/30/2026

Account Mask: 100????????995????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
1210 - Talented And Gifted Programs						
000 - Undesignated	\$21,000.00	\$0.00	\$956.10	\$136.00	\$19,907.90	5.20%
1210 - Talented And Gifted Programs Total:	\$21,000.00	\$0.00	\$956.10	\$136.00	\$19,907.90	5.20%
1250 - Less Restricted Programs for Stdts w Disabilites						
000 - Undesignated	\$938,086.71	\$75,424.76	\$622,997.74	\$304,015.52	\$11,073.45	98.82%
1250 - Less Restricted Programs for Stdts w Disabilites Total:	\$938,086.71	\$75,424.76	\$622,997.74	\$304,015.52	\$11,073.45	98.82%
1291 - Title III						
000 - Undesignated	\$7,681.64	\$350.00	\$3,013.53	\$1,400.12	\$3,267.99	57.46%
1291 - Title III Total:	\$7,681.64	\$350.00	\$3,013.53	\$1,400.12	\$3,267.99	57.46%
2110 - Attendance and Social Work Services						
000 - Undesignated	\$0.00	\$0.00	\$502.88	\$1,749.12	(\$2,252.00)	0.00%
2110 - Attendance and Social Work Services Total:	\$0.00	\$0.00	\$502.88	\$1,749.12	(\$2,252.00)	0.00%
2190 - Student Support Services						
000 - Undesignated	\$223,493.43	\$17,599.28	\$175,466.96	\$40,269.23	\$7,757.24	96.53%
2190 - Student Support Services Total:	\$223,493.43	\$17,599.28	\$175,466.96	\$40,269.23	\$7,757.24	96.53%
2210 - Improvement of Instruction						
000 - Undesignated	\$10,000.00	\$3,680.00	\$26,433.18	\$1,092.86	(\$17,526.04)	275.26%
2210 - Improvement of Instruction Total:	\$10,000.00	\$3,680.00	\$26,433.18	\$1,092.86	(\$17,526.04)	275.26%
2240 - Instructional Staff Development						
000 - Undesignated	\$8,000.00	\$0.00	\$22,742.77	\$0.00	(\$14,742.77)	284.28%
2240 - Instructional Staff Development Total:	\$8,000.00	\$0.00	\$22,742.77	\$0.00	(\$14,742.77)	284.28%
2310 - Board of Education Services						
000 - Undesignated	\$112,900.00	\$2,632.37	\$89,091.83	\$13,444.04	\$10,364.13	90.82%
2310 - Board of Education Services Total:	\$112,900.00	\$2,632.37	\$89,091.83	\$13,444.04	\$10,364.13	90.82%
2320 - Office of the Superintendent						
000 - Undesignated	\$157,583.88	\$11,387.44	\$130,637.61	\$22,188.31	\$4,757.96	96.98%
2320 - Office of the Superintendent Total:	\$157,583.88	\$11,387.44	\$130,637.61	\$22,188.31	\$4,757.96	96.98%
2410 - Office of the Principal Services						
000 - Undesignated	\$11,640.55	\$1,654.36	\$16,490.12	\$4,325.19	(\$9,174.76)	178.82%
2410 - Office of the Principal Services Total:	\$11,640.55	\$1,654.36	\$16,490.12	\$4,325.19	(\$9,174.76)	178.82%
2520 - Fiscal Services						
000 - Undesignated	\$247,657.35	\$30,661.28	\$176,059.26	\$60,555.06	\$11,043.03	95.54%
2520 - Fiscal Services Total:	\$247,657.35	\$30,661.28	\$176,059.26	\$60,555.06	\$11,043.03	95.54%
2528 - Risk Management Services						

Grant School District #3

General Ledger - General Fund Exp - District

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

Account Mask: 100????????995????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
000 - Undesignated	\$25,000.00	\$0.00	\$24,797.00	\$0.00	\$203.00	99.19%
2528 - Risk Management Services Total:	\$25,000.00	\$0.00	\$24,797.00	\$0.00	\$203.00	99.19%
2529 - Unemployment						
000 - Undesignated	\$500.00	\$100.00	\$40,602.16	\$0.00	(\$40,102.16)	8120.43%
2529 - Unemployment Total:	\$500.00	\$100.00	\$40,602.16	\$0.00	(\$40,102.16)	8120.43%
2540 - Operation/Maintenance of Plant						
000 - Undesignated	\$166,776.95	\$0.00	\$133,771.20	\$0.00	\$33,005.75	80.21%
2540 - Operation/Maintenance of Plant Total:	\$166,776.95	\$0.00	\$133,771.20	\$0.00	\$33,005.75	80.21%
2545 - Asbestos Abatement						
000 - Undesignated	\$2,000.00	\$0.00	\$2,500.00	\$0.00	(\$500.00)	125.00%
2545 - Asbestos Abatement Total:	\$2,000.00	\$0.00	\$2,500.00	\$0.00	(\$500.00)	125.00%
2550 - Student Transportation						
000 - Undesignated	\$772,773.63	\$65,947.45	\$579,309.13	\$140,723.51	\$52,740.99	93.18%
2550 - Student Transportation Total:	\$772,773.63	\$65,947.45	\$579,309.13	\$140,723.51	\$52,740.99	93.18%
2555 - Extra Curricular Transportation						
000 - Undesignated	\$0.00	\$388.83	\$1,887.80	\$32.12	(\$1,919.92)	0.00%
2555 - Extra Curricular Transportation Total:	\$0.00	\$388.83	\$1,887.80	\$32.12	(\$1,919.92)	0.00%
2558 - Special Education Transportation						
000 - Undesignated	\$0.00	\$7,864.10	\$62,125.73	\$28,377.62	(\$90,503.35)	0.00%
2558 - Special Education Transportation Total:	\$0.00	\$7,864.10	\$62,125.73	\$28,377.62	(\$90,503.35)	0.00%
2640 - Staff Services						
000 - Undesignated	\$0.00	\$258.00	\$1,949.20	\$0.00	(\$1,949.20)	0.00%
2640 - Staff Services Total:	\$0.00	\$258.00	\$1,949.20	\$0.00	(\$1,949.20)	0.00%
2660 - Technology Services						
000 - Undesignated	\$60,339.28	\$1,925.34	\$37,623.19	\$1,600.71	\$21,115.38	65.01%
2660 - Technology Services Total:	\$60,339.28	\$1,925.34	\$37,623.19	\$1,600.71	\$21,115.38	65.01%
5200 - Transfer of Funds						
000 - Undesignated	\$770,000.00	\$0.00	\$0.00	\$0.00	\$770,000.00	0.00%
5200 - Transfer of Funds Total:	\$770,000.00	\$0.00	\$0.00	\$0.00	\$770,000.00	0.00%
7000 - Unapprop End Fund Balance						
000 - Undesignated	\$900,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	0.00%
7000 - Unapprop End Fund Balance Total:	\$900,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	0.00%
Grand Total:	\$4,435,433.42	\$219,873.21	\$2,148,957.39	\$619,909.41	\$1,666,566.62	62.43%

End of Report

Grant School District #3

General Ledger - General Fund Exp - GU

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

Account Mask: 100????????608?????????

Account Type: EXPENDITURE

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
1111 - Elementary Programs K-6						
000 - Undesignated	\$0.00	\$0.00	\$1,787.31	\$161.21	(\$1,948.52)	0.00%
1111 - Elementary Programs K-6 Total:	\$0.00	\$0.00	\$1,787.31	\$161.21	(\$1,948.52)	0.00%
1121 - Junior High School Programs 7-8						
000 - Undesignated	\$346,930.20	\$23,523.49	\$182,815.77	\$88,478.21	\$75,636.22	78.20%
1121 - Junior High School Programs 7-8 Total:	\$346,930.20	\$23,523.49	\$182,815.77	\$88,478.21	\$75,636.22	78.20%
1122 - Junior High Extracurricular						
000 - Undesignated	\$56,878.33	\$5,487.76	\$35,935.34	\$4,343.96	\$16,599.03	70.82%
1122 - Junior High Extracurricular Total:	\$56,878.33	\$5,487.76	\$35,935.34	\$4,343.96	\$16,599.03	70.82%
1131 - High School Programs 9-12						
000 - Undesignated	\$1,437,147.77	\$140,134.77	\$993,725.08	\$479,811.47	(\$36,388.78)	102.53%
1131 - High School Programs 9-12 Total:	\$1,437,147.77	\$140,134.77	\$993,725.08	\$479,811.47	(\$36,388.78)	102.53%
1132 - High School Extracurricular						
000 - Undesignated	\$308,763.95	\$22,077.01	\$235,765.65	\$35,407.69	\$37,590.61	87.83%
1132 - High School Extracurricular Total:	\$308,763.95	\$22,077.01	\$235,765.65	\$35,407.69	\$37,590.61	87.83%
1250 - Less Restricted Programs for Stdts w Disabilities						
000 - Undesignated	\$8,800.00	\$7.48	\$5,533.11	\$68.37	\$3,198.52	63.65%
1250 - Less Restricted Programs for Stdts w Disabilities Total:	\$8,800.00	\$7.48	\$5,533.11	\$68.37	\$3,198.52	63.65%
2120 - Guidance Services						
000 - Undesignated	\$1,300.00	\$319.68	\$611.47	\$108.21	\$580.32	55.36%
2120 - Guidance Services Total:	\$1,300.00	\$319.68	\$611.47	\$108.21	\$580.32	55.36%
2130 - Health Services						
000 - Undesignated	\$400.00	\$0.00	\$143.57	\$0.00	\$256.43	35.89%
2130 - Health Services Total:	\$400.00	\$0.00	\$143.57	\$0.00	\$256.43	35.89%
2220 - Educational Media Services						
000 - Undesignated	\$4,875.00	\$25.00	\$1,243.91	\$106.00	\$3,525.09	27.69%
2220 - Educational Media Services Total:	\$4,875.00	\$25.00	\$1,243.91	\$106.00	\$3,525.09	27.69%
2230 - Assessment and Testing						
000 - Undesignated	\$2,772.46	\$228.22	\$2,053.49	\$684.40	\$34.57	98.75%
2230 - Assessment and Testing Total:	\$2,772.46	\$228.22	\$2,053.49	\$684.40	\$34.57	98.75%
2240 - Instructional Staff Development						
000 - Undesignated	\$6,300.00	\$626.21	\$3,497.12	\$0.00	\$2,802.88	55.51%
2240 - Instructional Staff Development Total:	\$6,300.00	\$626.21	\$3,497.12	\$0.00	\$2,802.88	55.51%
2410 - Office of the Principal Services						

Grant School District #3

General Ledger - General Fund Exp - GU

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

Account Mask: 100????????608????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
000 - Undesignated	\$429,070.34	\$22,983.84	\$241,533.41	\$48,255.66	\$139,281.27	67.54%
2410 - Office of the Principal Services Total:	\$429,070.34	\$22,983.84	\$241,533.41	\$48,255.66	\$139,281.27	67.54%
2540 - Operation/Maintenance of Plant						
000 - Undesignated	\$581,110.50	\$55,488.48	\$441,378.54	\$67,190.78	\$72,541.18	87.52%
2540 - Operation/Maintenance of Plant Total:	\$581,110.50	\$55,488.48	\$441,378.54	\$67,190.78	\$72,541.18	87.52%
2550 - Student Transportation						
000 - Undesignated	\$74,717.67	\$6,402.88	\$64,533.18	\$12,805.78	(\$2,621.29)	103.51%
2550 - Student Transportation Total:	\$74,717.67	\$6,402.88	\$64,533.18	\$12,805.78	(\$2,621.29)	103.51%
2555 - Extra Curricular Transportation						
000 - Undesignated	\$23,500.00	\$585.00	\$5,616.23	\$0.00	\$17,883.77	23.90%
2555 - Extra Curricular Transportation Total:	\$23,500.00	\$585.00	\$5,616.23	\$0.00	\$17,883.77	23.90%
2660 - Technology Services						
000 - Undesignated	\$8,000.00	\$259.39	\$25,280.79	\$0.00	(\$17,280.79)	316.01%
2660 - Technology Services Total:	\$8,000.00	\$259.39	\$25,280.79	\$0.00	(\$17,280.79)	316.01%
4155 - Building Improvements						
000 - Undesignated	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
4155 - Building Improvements Total:	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
5200 - Transfer of Funds						
000 - Undesignated	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	100.00%
5200 - Transfer of Funds Total:	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	100.00%
Grand Total:	\$3,355,566.22	\$278,149.21	\$2,281,453.97	\$737,421.74	\$336,690.51	89.97%

End of Report

Grant School District #3

General Ledger - General Fund Exp - Humbolt

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

Account Mask: 100????????110????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
1111 - Elementary Programs K-6						
000 - Undesignated	\$1,833,453.44	\$82,293.47	\$1,185,761.96	\$557,619.49	\$90,071.99	95.09%
1111 - Elementary Programs K-6 Total:	\$1,833,453.44	\$82,293.47	\$1,185,761.96	\$557,619.49	\$90,071.99	95.09%
1131 - High School Programs 9-12						
000 - Undesignated	\$0.00	\$2,372.67	\$8,274.95	\$284.99	(\$8,559.94)	0.00%
1131 - High School Programs 9-12 Total:	\$0.00	\$2,372.67	\$8,274.95	\$284.99	(\$8,559.94)	0.00%
1250 - Less Restricted Programs for Stdts w Disabilities						
000 - Undesignated	\$21,600.00	\$2,260.14	\$16,878.01	\$5,444.83	(\$722.84)	103.35%
1250 - Less Restricted Programs for Stdts w Disabilities Total:	\$21,600.00	\$2,260.14	\$16,878.01	\$5,444.83	(\$722.84)	103.35%
2130 - Health Services						
000 - Undesignated	\$400.00	\$0.00	\$148.46	\$0.00	\$251.54	37.12%
2130 - Health Services Total:	\$400.00	\$0.00	\$148.46	\$0.00	\$251.54	37.12%
2220 - Educational Media Services						
000 - Undesignated	\$3,425.00	\$6,522.77	\$29,976.43	\$6,744.83	(\$33,296.26)	1072.15%
2220 - Educational Media Services Total:	\$3,425.00	\$6,522.77	\$29,976.43	\$6,744.83	(\$33,296.26)	1072.15%
2230 - Assessment and Testing						
000 - Undesignated	\$2,770.47	\$504.76	\$4,038.04	\$2,018.43	(\$3,286.00)	218.61%
2230 - Assessment and Testing Total:	\$2,770.47	\$504.76	\$4,038.04	\$2,018.43	(\$3,286.00)	218.61%
2240 - Instructional Staff Development						
000 - Undesignated	\$3,700.00	\$1,742.98	\$5,301.03	\$800.00	(\$2,401.03)	164.89%
2240 - Instructional Staff Development Total:	\$3,700.00	\$1,742.98	\$5,301.03	\$800.00	(\$2,401.03)	164.89%
2410 - Office of the Principal Services						
000 - Undesignated	\$381,612.98	\$60,853.64	\$390,023.88	\$130,402.42	(\$138,813.32)	136.38%
2410 - Office of the Principal Services Total:	\$381,612.98	\$60,853.64	\$390,023.88	\$130,402.42	(\$138,813.32)	136.38%
2540 - Operation/Maintenance of Plant						
000 - Undesignated	\$302,481.32	\$33,641.65	\$268,595.96	\$47,467.57	(\$13,582.21)	104.49%
2540 - Operation/Maintenance of Plant Total:	\$302,481.32	\$33,641.65	\$268,595.96	\$47,467.57	(\$13,582.21)	104.49%
2550 - Student Transportation						
000 - Undesignated	\$27,255.23	\$2,485.19	\$22,118.42	\$5,487.32	(\$350.51)	101.29%
2550 - Student Transportation Total:	\$27,255.23	\$2,485.19	\$22,118.42	\$5,487.32	(\$350.51)	101.29%
2555 - Extra Curricular Transportation						
000 - Undesignated	\$500.00	\$0.00	\$549.45	\$0.00	(\$49.45)	109.89%
2555 - Extra Curricular Transportation Total:	\$500.00	\$0.00	\$549.45	\$0.00	(\$49.45)	109.89%
2660 - Technology Services						

Grant School District #3

General Ledger - General Fund Exp - Humbolt

Fiscal Year: 2025-2026 From Date:4/1/2026 To Date:4/30/2026

Account Mask: 100????????110????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
000 - Undesignated	\$1,000.00	\$1,240.00	\$21,859.99	\$0.00	(\$20,859.99)	2186.00%
2660 - Technology Services Total:	\$1,000.00	\$1,240.00	\$21,859.99	\$0.00	(\$20,859.99)	2186.00%
Grand Total:	\$2,578,198.44	\$193,917.27	\$1,953,526.58	\$756,269.88	(\$131,598.02)	105.10%

End of Report

Grant School District #3

General Ledger - General Fund Exp - Seneca

Fiscal Year: 2025-2026 From Date: 4/1/2026 To Date: 4/30/2026

Account Mask: 100????????131????????

Account Type: EXPENDITURE

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUNCTION / FUND	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
1111 - Elementary Programs K-6						
000 - Undesignated	\$155,686.02	\$9,931.88	\$104,247.14	\$58,395.63	(\$6,956.75)	104.47%
1111 - Elementary Programs K-6 Total:	\$155,686.02	\$9,931.88	\$104,247.14	\$58,395.63	(\$6,956.75)	104.47%
1250 - Less Restricted Programs for Stdts w Disabilites						
000 - Undesignated	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
1250 - Less Restricted Programs for Stdts w Disabilites Total:	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
2130 - Health Services						
000 - Undesignated	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
2130 - Health Services Total:	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
2220 - Educational Media Services						
000 - Undesignated	\$1,850.00	\$0.00	\$995.40	\$0.00	\$854.60	53.81%
2220 - Educational Media Services Total:	\$1,850.00	\$0.00	\$995.40	\$0.00	\$854.60	53.81%
2240 - Instructional Staff Development						
000 - Undesignated	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
2240 - Instructional Staff Development Total:	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
2410 - Office of the Principal Services						
000 - Undesignated	\$119,155.70	\$3,163.97	\$47,729.13	\$11,207.86	\$60,218.71	49.46%
2410 - Office of the Principal Services Total:	\$119,155.70	\$3,163.97	\$47,729.13	\$11,207.86	\$60,218.71	49.46%
2540 - Operation/Maintenance of Plant						
000 - Undesignated	\$142,216.44	\$11,464.85	\$102,060.63	\$15,707.85	\$24,447.96	82.81%
2540 - Operation/Maintenance of Plant Total:	\$142,216.44	\$11,464.85	\$102,060.63	\$15,707.85	\$24,447.96	82.81%
2550 - Student Transportation						
000 - Undesignated	\$8,691.88	\$425.43	\$3,402.80	\$1,695.97	\$3,593.11	58.66%
2550 - Student Transportation Total:	\$8,691.88	\$425.43	\$3,402.80	\$1,695.97	\$3,593.11	58.66%
2555 - Extra Curricular Transportation						
000 - Undesignated	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
2555 - Extra Curricular Transportation Total:	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
2660 - Technology Services						
000 - Undesignated	\$1,000.00	\$0.00	\$5,735.85	\$0.00	(\$4,735.85)	573.59%
2660 - Technology Services Total:	\$1,000.00	\$0.00	\$5,735.85	\$0.00	(\$4,735.85)	573.59%
Grand Total:	\$432,600.04	\$24,986.13	\$264,170.95	\$87,007.31	\$81,421.78	81.18%

End of Report

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO

Date Range: 04/11/2026 - 05/15/2026

Sort By: Check

Bank Account: 0946

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
Bank Name: CHECKING - BEO				Bank Account: 0946				
51397	04/17/2026	1267	AFPlanServ	260228963922	100.2520.0640.995.000.000.00	403(B) Plan Fee	\$79.00	
							Check Total:	\$79.00
51398	04/17/2026	1267	Betty Jo Palmer	2026.04.03	100.2520.0310.995.000.000.00	Little Miners- consulting	\$1,631.25	
51398	04/17/2026	1267	Betty Jo Palmer	2026.04.03	100.2520.0340.995.000.000.00	Travel Reimbursement	\$126.15	
							Check Total:	\$1,757.40
51399	04/17/2026	1267	Bio-Med Testing Service, Inc	124024	100.2550.0310.995.000.000.00	Drug and breath test Professional & Technical	\$178.00	
							Check Total:	\$178.00
51400	04/17/2026	1267	Blue Mountain Chiropractic, Inc	Leann Coalwell	100.2550.0310.995.000.000.00	CDL physical for LeAnn on 4/10/2026	\$140.00	
							Check Total:	\$140.00
51401	04/17/2026	1267	Blue Mountain Hospital District EMS	20260406-GUHS	100.1131.0410.608.190.000.00	Supplies - Health	\$353.68	
							Check Total:	\$353.68
51402	04/17/2026	1267	Bobbee Boethin	2026.03.26 Baseball	100.2550.0411.995.000.000.00	Gas & Fuel Fuel for SB trip to Lincoln City in March	\$87.82	
							Check Total:	\$87.82
51403	04/17/2026	1267	Catalyst Public Policy Advisors	INV-00406	400.4150.0530.995.000.000.00	Facility Improvements - Dist.	\$1,780.75	
51403	04/17/2026	1267	Catalyst Public Policy Advisors	INV-00406	400.4150.0530.995.000.000.00	Greenhouse & Chicken Coop	\$1,275.50	
51403	04/17/2026	1267	Catalyst Public Policy Advisors	INV-00406	400.4150.0530.995.000.000.00	Childcare/Early Learning Center	\$2,137.50	
							Check Total:	\$5,193.75
51404	04/17/2026	1267	Charissa Moulton	2026.04.01	250.1140.0340.000.000.000.00	Preschool Visit in Fossil	\$143.50	
							Check Total:	\$143.50
51405	04/17/2026	1267	Crown Paper & Janitorial Supply	INVCRN31220087	100.2540.0410.608.000.000.00	Supplies - GUHS invoice number 31220087 GU	\$4,228.52	
51405	04/17/2026	1267	Crown Paper & Janitorial Supply	INVCRN31220092	100.2540.0410.003.000.000.00	Supplies - DO Toilet tissue and Waxed Kraft liners	\$127.94	

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO

Date Range: 04/11/2026 - 05/15/2026

Sort By: Check

Bank Account: 0946

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
51405	04/17/2026	1267	Crown Paper & Janitorial Supply	INVCRN31220092	100.2540.0410.608.000.000.00	Supplies – GUHS invoice number 31220087 GU	\$0.00	
							Check Total:	\$4,356.46
51406	04/17/2026	1267	Eberhards Dairy Products	706678	253.3100.0450.110.000.000.00	Cafe Food 4.7	\$478.06	
							Check Total:	\$478.06
51407	04/17/2026	1267	Ed Staub & Sons Propane	13978619	100.2540.0326.608.000.000.00	Heating Fuel – GUHS	\$10.64	
							Check Total:	\$10.64
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal for Aaron FBLA	\$3.89	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal Aaron FBLA	\$4.95	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal Aaron FBLA	\$5.15	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal Aaron FBLA	\$14.10	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal Aaron FBLA	\$11.60	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal Aaron FBLA	\$10.00	
51408	04/17/2026	1267	Finley, Aaron J	2026	100.2555.0340.995.000.000.00	Travel – District Meal FBLA	\$15.00	
							Check Total:	\$64.69
51409	04/17/2026	1267	Gary Vanderstelt	2026.04.06	100.2555.0340.995.000.000.00	Travel – District JH BB trip to LaGrande on 4/4/26 for	\$13.37	
							Check Total:	\$13.37
51410	04/17/2026	1267	Grant County Building Supply	35536C	216.1131.0410.608.000.000.00	ENHANCE PROGRAMS OF	\$456.37	
							Check Total:	\$456.37
51411	04/17/2026	1267	Grant SWCD Weed Control	2026.04.07	100.2540.0322.110.000.000.00	five Iron 10	\$350.00	
51411	04/17/2026	1267	Grant SWCD Weed Control	2026.04.07	100.2540.0322.131.000.000.00	Five Iron 8	\$280.00	
51411	04/17/2026	1267	Grant SWCD Weed Control	2026.04.07	100.2540.0329.608.000.000.00	Five Iron 50lb bags	\$700.00	
51411	04/17/2026	1267	Grant SWCD Weed Control	2026.04.07	100.2540.0329.608.000.000.00	Weedar 64 2.5 Gal	\$52.00	

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO

Date Range: 04/11/2026 - 05/15/2026

Sort By: Check

Bank Account: 0946

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$1,382.00
51412	04/17/2026	1267	Greenhouse Megastore	PSI0864417	400.4150.0530.995.000.000.00	Shutters, motor and thermostat	\$6,281.29
51412	04/17/2026	1267	Greenhouse Megastore	PSI0867026	400.4150.0530.995.000.000.00	Shutters, motor and thermostat	\$1,174.00
Check Total:							\$7,455.29
51413	04/17/2026	1267	Joe Densberger	2026.03.31	100.2550.0340.995.000.000.00	Mileage- Lincoln City BB Tournament	\$472.50
Check Total:							\$472.50
51414	04/17/2026	1267	John Day Auto Parts	288413	100.2550.0413.995.000.000.00	Vehicle Parts Radiator cap for bus 10	\$10.44
51414	04/17/2026	1267	John Day Auto Parts	288829	100.2550.0410.995.000.000.00	Supplies SYN oil 5w30 QT48312	\$8.78
51414	04/17/2026	1267	John Day Auto Parts	288829	100.2550.0410.995.000.000.00	SYN oil C5W30	\$43.18
51414	04/17/2026	1267	John Day Auto Parts	288829	100.2550.0413.995.000.000.00	NAPA gold 7060	\$21.80
51414	04/17/2026	1267	John Day Auto Parts	288829	100.2550.0413.995.000.000.00	Vehicle Parts Napa gold 100255	\$21.80
51414	04/17/2026	1267	John Day Auto Parts	288829	100.2550.0413.995.000.000.00	Vehicle Parts Air filter napa gold 500043	\$793.92
Check Total:							\$899.92
51415	04/17/2026	1267	John Day Hardware	638524	100.1131.0460.608.551.000.00	Nonconsumable - Woods	\$14.83
51415	04/17/2026	1267	John Day Hardware	638524	100.1131.0460.608.551.000.00	Nonconsumable - Woods	\$0.00
51415	04/17/2026	1267	John Day Hardware	638983	100.1131.0460.608.551.000.00	Credit- Returned Galv Bushing	(\$16.49)
51415	04/17/2026	1267	John Day Hardware	639142	100.1131.0460.608.551.000.00	Nonconsumable - Woods	\$40.66
51415	04/17/2026	1267	John Day Hardware	639517	100.1250.0460.110.320.000.00	Vintage Wood gray gate	\$39.99
51415	04/17/2026	1267	John Day Hardware	640637	100.2540.0410.110.000.000.98	Herbicide and spreaser	\$34.98
51415	04/17/2026	1267	John Day Hardware	640652	100.2540.0410.110.000.000.98	Gutter sealer	\$9.99
51415	04/17/2026	1267	John Day Hardware	640710	100.2540.0410.110.000.000.98	Push shreader	\$79.99
51415	04/17/2026	1267	John Day Hardware	640872	100.2540.0329.608.000.000.00	Hillman Anchors	\$17.52
51415	04/17/2026	1267	John Day Hardware	640906	100.2540.0410.110.000.000.98	Bark mulch and hand tools	\$52.80

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$274.27
51416	04/17/2026	1267	KoRina Jones	2026.03.15	100.2240.0340.110.000.000.00	OSNA Mileage and Meals	\$244.60
51416	04/17/2026	1267	KoRina Jones	2026.03.15	100.2240.0340.608.000.000.00	OSNA Mileage and Meals	\$244.59
Check Total:							\$489.19
51417	04/17/2026	1267	Lenny Dowdy	2026.04.10	100.2555.0340.995.000.000.00	Travel – District Lenny meal for MS band to Stanfield on	\$13.88
51417	04/17/2026	1267	Lenny Dowdy	2026.04.10	100.2555.0340.995.000.000.00	Travel – District Lenny meal HS track to Vale 4/10	\$6.84
Check Total:							\$20.72
51418	04/17/2026	1267	Les Schwab Tires	1400481450	100.2550.0412.995.000.000.00	Switch out studded tires on Chevy Traverse	\$95.96
Check Total:							\$95.96
51419	04/17/2026	1267	Myssie VanLoo	2026.03.20	100.2240.0340.110.000.000.00	Mileage Synergy Conference	\$399.00
Check Total:							\$399.00
51420	04/17/2026	1267	Nicholas and Company	9570384	253.3100.0450.608.000.000.00	Cafe Food 4.6	\$1,391.77
51420	04/17/2026	1267	Nicholas and Company	9570384	253.3100.0460.608.000.000.00	Cafe Non-Food	\$48.79
51420	04/17/2026	1267	Nicholas and Company	9570385	253.3100.0450.110.000.000.00	Cafe Food 4.6	\$2,442.97
51420	04/17/2026	1267	Nicholas and Company	9570385	253.3100.0460.110.000.000.00	Cafe Non-food	\$266.32
51420	04/17/2026	1267	Nicholas and Company	9578161	253.3100.0450.110.000.000.00	Cafe Food 4.13	\$1,512.81
Check Total:							\$5,662.66
51421	04/17/2026	1267	Patriot Plumbing And Gear	28535	100.2540.0410.110.000.000.98	Toilet Parts	\$562.80
Check Total:							\$562.80
51422	04/17/2026	1267	Petro Card	C003780	100.2550.0411.995.000.000.00	Gas & Fuel Fuel for buses	\$2,863.53
51422	04/17/2026	1267	Petro Card	C003780	100.2558.0411.995.320.000.00	Gas & Fuel SPED	\$294.41
51422	04/17/2026	1267	Petro Card	Paperless Credit	100.2550.0411.995.000.000.00	Credit- Paperless billing	(\$20.00)
Check Total:							\$3,137.94
51423	04/17/2026	1267	RWC International LLC	XA114030229:01	100.2550.0413.995.000.000.00	Water Pump bus #10	\$293.10
Check Total:							\$293.10
51424	04/17/2026	1267	TEC Copier Systems LLC	222262	100.2410.0410.608.000.000.00	Supplies – GUHS	\$117.00
Check Total:							\$117.00
51425	04/17/2026	1267	The Track Doctor, Inc	1717	100.2540.0322.003.000.000.00	Repairs to GU Track	\$5,100.00

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
							Check Total:	\$5,100.00
51426	04/17/2026	1267	Timber Basin Contractors, LLC	2026.03.30	400.4150.0530.995.000.000.00	Humbolt Chicken Run	\$7,875.00	
							Check Total:	\$7,875.00
51427	04/17/2026	1267	Triangle Oil	2026..3.31	100.2540.0326.131.000.000.00	Heating Fuel – Seneca fill on 3/25	\$3,666.24	
							Check Total:	\$3,666.24
51428	04/17/2026	1267	Verizon Wireless	6140692683	100.1131.0410.608.290.000.00	14-hotspots	\$273.12	
							Check Total:	\$273.12
51429	04/23/2026	1270	Admiral Beverage Northwest, Inc	4024	100.2520.0410.995.000.000.00	5 gallon bottle water	\$53.00	
							Check Total:	\$53.00
51430	04/23/2026	1270	AFPlanServ	26013193922	100.2520.0640.995.000.000.00	403(B) Plan Fee	\$75.00	
51430	04/23/2026	1270	AFPlanServ	26033193922	100.2520.0640.995.000.000.00	403(B) Plan Fee	\$81.00	
							Check Total:	\$156.00
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Conn, Maggie	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Williams, Jhett	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Ceja, Abril	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Hueckman, Gracee	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Mitchell, Rillie	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Durych, Lily	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	McKinley, Hammah	\$90.00	
51431	04/23/2026	1270	Blue Mountain Community College	Spring 2026	216.1131.0371.608.000.000.00	Beil, Landyn	\$90.00	
							Check Total:	\$720.00
51432	04/23/2026	1270	Crown Paper & Janitorial Supply	INVCRN 31221602	100.2540.0410.608.000.000.00	Supplies – GUHS invoice 31221602 4..15...26	\$338.16	
51432	04/23/2026	1270	Crown Paper & Janitorial Supply	INVCRN 31221602	100.2550.0410.995.000.000.00	up and glovesSupplies – DO supplies for the bus wiper	\$0.00	
51432	04/23/2026	1270	Crown Paper & Janitorial Supply	INVCRN 31221610	100.2550.0410.995.000.000.00	up and glovesSupplies – DO supplies for the bus wiper	\$164.75	
							Check Total:	\$502.91
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Bailey, Eliza	\$160.00	
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Beil, Landyn	\$160.00	

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
 Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
 Voucher Range: -

Sort By: Check
 Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Ceja, Abril	\$160.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Clarry, Natalee	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Durych, Lily	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Hueckman, Gracee	\$160.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Komning, Dilynn	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Mitchell, Rillie	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Northway, Emmalyn	\$460.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Raschio, Vincent	\$160.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Rookstool, Ezekiel	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Stineer, Keira	\$300.00
51433	04/23/2026	1270	Eastern Oregon University	S0687117	216.1131.0371.608.000.000.00	Wilson, Rowdy	\$160.00
Check Total:							\$3,220.00
51434	04/23/2026	1270	Eberhards Dairy Products	706037	253.3100.0450.608.000.000.00	Cafe Food 3.31	\$265.47
51434	04/23/2026	1270	Eberhards Dairy Products	706680	253.3100.0450.608.000.000.00	Cafe Food 4.7	\$245.60
51434	04/23/2026	1270	Eberhards Dairy Products	706680	253.3100.0450.608.000.000.00	Cafe Food 4.21	\$0.00
51434	04/23/2026	1270	Eberhards Dairy Products	707444	253.3100.0450.110.000.000.00	Cafe Food 4.14	\$324.28
51434	04/23/2026	1270	Eberhards Dairy Products	708166	253.3100.0450.608.000.000.00	Cafe Food 4.21	\$155.84
51434	04/23/2026	1270	Eberhards Dairy Products	708184	253.3100.0450.110.000.000.00	Cafe Food 4.21	\$394.94
Check Total:							\$1,386.13
51435	04/23/2026	1270	Ed Staub & Sons Propane	14012892	100.2540.0326.608.000.000.00	Heating Fuel – GUHS Fill on 4/13/26 invoice 14012892	\$193.92
Check Total:							\$193.92
51436	04/23/2026	1270	Finley, Aaron J	Track- Umatilla	100.2555.0340.995.000.000.00	Travel – District Aaron meal HS Track to Umatilla 4..17	\$11.24
51436	04/23/2026	1270	Finley, Aaron J	Track- Umatilla	100.2555.0340.995.000.000.00	Travel – DistrictMeal HS Track to Umatilla 4..17	\$11.43
Check Total:							\$22.67
51437	04/23/2026	1270	Garrett Hemann Robertson	412267	100.2310.0382.995.000.000.00	March Legal	\$416.00
Check Total:							\$416.00
51438	04/23/2026	1270	GUHS	2026.02 Rabbit Hutch	100.2520.0460.995.000.000.00	Rabbit Hutch– Seneca	\$192.86
Check Total:							\$192.86

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51439	04/23/2026	1270	John Day Auto Parts	287751	100.2550.0410.995.000.000.00	Supplies invoice 287751	\$10.54
51439	04/23/2026	1270	John Day Auto Parts	288925	100.2550.0410.995.000.000.00	Supplies Disconnect tool set	\$16.99
Check Total:							\$27.53
51440	04/23/2026	1270	John Day Hardware	640370	253.3100.0322.608.000.000.00	Safety Hasp & Padlock	\$19.28
51440	04/23/2026	1270	John Day Hardware	641050	100.2540.0410.608.000.000.00	Hillman Bolts	\$1.88
51440	04/23/2026	1270	John Day Hardware	641050	100.2540.0410.608.000.000.00	Hillman Nuts	\$2.00
51440	04/23/2026	1270	John Day Hardware	641059	100.1131.0460.608.290.000.00	Nonconsumable - Other	\$959.92
Check Total:							\$983.08
51441	04/23/2026	1270	Kathryn Manitsas	April 26 Pro Pride	100.2310.0350.995.000.000.00	2.16 to 4.9 April Issue	\$2,016.00
Check Total:							\$2,016.00
51442	04/23/2026	1270	Lenny Dowdy	Track Irrigon	100.2550.0410.995.000.000.00	Travel - District Water for the bus	\$7.68
51442	04/23/2026	1270	Lenny Dowdy	Track Irrigon	100.2555.0340.995.000.000.00	Travel - District Meal for Lenny JH track to Irrigon	\$21.75
Check Total:							\$29.43
51443	04/23/2026	1270	Lusco, Andy	OADA Conference	100.1132.0340.608.000.000.00	Sunriver- OADA Conference	\$412.60
Check Total:							\$412.60
51444	04/23/2026	1270	Mark Witty	COSA Meeting	100.2320.0340.995.000.000.00	Portland- COSA Meeting	\$379.40
Check Total:							\$379.40
51445	04/23/2026	1270	Mobile Glass	6715W	100.2550.0413.995.000.000.00	Vehicle Parts bus #2	\$907.15
Check Total:							\$907.15
51446	04/23/2026	1270	Nicholas and Company	954726	253.3100.0450.608.000.000.00	Cafe Food 3.19	\$427.56
51446	04/23/2026	1270	Nicholas and Company	954726	253.3100.0460.608.000.000.00	Cafe Noon Food	\$82.27
51446	04/23/2026	1270	Nicholas and Company	9574579	253.3100.0450.608.000.000.00	Cafe Food 4.9	\$553.16
51446	04/23/2026	1270	Nicholas and Company	9578160	253.3100.0450.608.000.000.00	Cafe Food 4.13	\$905.05
51446	04/23/2026	1270	Nicholas and Company	9578160	253.3100.0450.608.000.000.00	Cafe non-domestic	\$97.75
51446	04/23/2026	1270	Nicholas and Company	9578160	253.3100.0450.608.000.000.00	Cafe Food 4.9	\$0.00
51446	04/23/2026	1270	Nicholas and Company	958517	253.3100.0450.608.000.000.00	Cafe Food 4.16	\$667.71
51446	04/23/2026	1270	Nicholas and Company	958517	253.3100.0450.608.000.000.00	Cafe Food 4.13	\$0.00

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
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Date Range: 04/11/2026 - 05/15/2026
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Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51446	04/23/2026	1270	Nicholas and Company	958517	253.3100.0450.608.000.000.00	Cafe non-domestic	\$0.00
51446	04/23/2026	1270	Nicholas and Company	958517	253.3100.0450.608.000.000.00	Cafe Food 4.9	\$0.00
51446	04/23/2026	1270	Nicholas and Company	9585975	253.3100.0450.110.000.000.00	Cafe Food 4.20	\$1,526.80
51446	04/23/2026	1270	Nicholas and Company	9585975	253.3100.0450.110.000.000.00	Cafe Non-Domestic	\$85.60
51446	04/23/2026	1270	Nicholas and Company	9585975	253.3100.0460.110.000.000.00	Cafe Non-Food	\$65.08
Check Total:							\$4,410.98
51447	04/23/2026	1270	ODP Business Solutions, LLC	466070433001	100.2310.0350.995.000.000.00	Paper for Prospector Pride	\$131.37
Check Total:							\$131.37
51448	04/23/2026	1270	OR Dept of Education	Ashley Trendell	100.2520.0243.995.000.000.00	Ashley Trendell	\$5.00
Check Total:							\$5.00
51449	04/23/2026	1270	Petro Card	C012607	100.2550.0411.995.000.000.00	Gas & Fuel 4/1 to 4/15	\$5,567.12
51449	04/23/2026	1270	Petro Card	C012607	100.2558.0411.995.320.000.00	Gas & Fuel SPED fuel	\$471.79
Check Total:							\$6,038.91
51450	04/23/2026	1270	Raney Anderson	ELM-201	100.2210.0249.995.000.000.00	GCU- ELM-201	\$1,840.00
51450	04/23/2026	1270	Raney Anderson	MAT-150	100.2210.0249.995.000.000.00	GCU- MAT 150	\$1,840.00
51450	04/23/2026	1270	Raney Anderson	MAT-150	100.2210.0249.995.000.000.00	GCU- ELM-201	\$0.00
Check Total:							\$3,680.00
51451	04/23/2026	1270	Shamrock Foods	36211203	253.3100.0450.608.000.000.00	Cage Food 3.19	\$244.77
51451	04/23/2026	1270	Shamrock Foods	36468213	100.2520.0410.995.000.000.99	4.6	\$148.15
51451	04/23/2026	1270	Shamrock Foods	36468214	253.3100.0450.608.000.000.00	Cafe Food 4.6	\$616.25
51451	04/23/2026	1270	Shamrock Foods	38511906	253.3100.0450.110.000.000.00	Cafe Food 4.20	\$314.86
51451	04/23/2026	1270	Shamrock Foods	38511906	253.3100.0460.110.000.000.00	Cafe non-Food	\$112.38
51451	04/23/2026	1270	Shamrock Foods	38511906	253.3100.0460.110.000.000.00	Fuel	\$15.50
Check Total:							\$1,451.91
51452	04/23/2026	1270	Western Bus Sales Inc.	WSB-817332	100.2550.0413.995.000.000.00	Vehicle Parts Shaft assy box to gear	\$288.77
Check Total:							\$288.77
51453	05/01/2026	1273	CenturyLink	April 2026	100.2410.0351.608.000.000.00	Telephone - GUHS	\$58.91
Check Total:							\$58.91
51454	05/01/2026	1273	City of John Day	April 2026	100.2540.0327.608.000.000.00	Water & Sewer - GUHS 96%	\$3,019.53

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO

Date Range: 04/11/2026 - 05/15/2026

Sort By: Check

Bank Account: 0946

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51454	05/01/2026	1273	City of John Day	April 2026	253.3100.0327.608.000.000.00	Water & Sewer – GU Cafetreia 4%	\$125.82
Check Total:							\$3,145.35
51455	05/01/2026	1273	Crown Paper & Janitorial Supply	INVCRN31221570	100.2540.0410.110.000.000.00	Supplies – Humbolt Spring order invoice 31221570	\$543.30
51455	05/01/2026	1273	Crown Paper & Janitorial Supply	INVCRN31221570	100.2540.0410.110.000.000.00	Supplies – Humbolt Spring order invoice 31221710	\$0.00
51455	05/01/2026	1273	Crown Paper & Janitorial Supply	INVCRN31221710	100.2540.0410.110.000.000.00	Supplies – Humbolt Spring order invoice 31221710	\$3,580.80
Check Total:							\$4,124.10
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.003.000.000.00	Monthly Cleaning Service – DO	\$575.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.003.000.000.00	Yearly Deep Clean District Office: Shampoo Carperts,	\$0.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.003.000.000.00	Sweep DO Lot	\$0.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.003.000.000.00	Clean Carpets– Traffic Area	\$0.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.110.000.000.00	Sweep Humbolt lot & playground	\$0.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.110.000.000.00	1–20–25 Sweep Humbolt lot & Playground	\$0.00
51456	05/01/2026	1273	Eastern Ore. Bldg. Maint.	DO March 26	100.2540.0322.608.000.000.00	Sweep GU Lot	\$0.00
Check Total:							\$575.00
51457	05/01/2026	1273	Eberhards Dairy Products	708909	253.3100.0450.110.000.000.00	Cafe Food 4.28	\$192.83
Check Total:							\$192.83
51458	05/01/2026	1273	Ed Staub & Sons Propane	14026761	100.2540.0326.608.000.000.00	Heating Fuel – GUHS Invoice 14026761 fill 4/20	\$2,373.20
51458	05/01/2026	1273	Ed Staub & Sons Propane	14026761	100.2540.0326.608.000.000.00	Heating Fuel – GUHS Fill 4/23/26 Invoice 14060030	\$0.00
51458	05/01/2026	1273	Ed Staub & Sons Propane	14060030	100.2540.0326.608.000.000.00	Heating Fuel – GUHS Fill 4/23/26 Invoice 14060030	\$18.92

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$2,392.12
51459	05/01/2026	1273	Evers Accounting	0795	100.2520.0310.995.000.000.00	Financial Services July 24 to June 2025	\$11,000.00
51459	05/01/2026	1273	Evers Accounting	0795	100.2520.0310.995.000.000.00	Payroll Services- July 2024 to June 2025	\$2,750.00
51459	05/01/2026	1273	Evers Accounting	0795	100.2520.0353.995.000.000.00	2025 1099's Postage	\$0.00
Check Total:							\$13,750.00
51460	05/01/2026	1273	Finley, Aaron J	Nyssa Track	100.2555.0340.995.000.000.00	Travel - District Meal for Aaron Track to Nyssa	\$8.48
51460	05/01/2026	1273	Finley, Aaron J	Nyssa Track	100.2555.0340.995.000.000.00	Travel - District Track to Nyssa 4..24..26 Aaron Meal	\$3.19
Check Total:							\$11.67
51461	05/01/2026	1273	Grant County Building Supply	35598C	216.1131.0410.608.000.000.00	CTE Supplies	\$535.39
Check Total:							\$535.39
51462	05/01/2026	1273	Grant County Heating & Cooling LLC	EST. 50673963	400.4150.0530.995.000.000.00	Ductless system for 3rd Grade Room (Mrs Hansen)	\$7,931.25
51462	05/01/2026	1273	Grant County Heating & Cooling LLC	EST. 50673963	400.4150.0530.995.000.000.00	25% Remaining	\$0.00
Check Total:							\$7,931.25
51463	05/01/2026	1273	Holly Wick	2026.04.01	100.2410.0340.131.000.000.00	3/18, 4/1 IEP Seneca	\$75.60
51463	05/01/2026	1273	Holly Wick	D750 Clinical	100.2210.0249.995.000.000.00	24.25 C365 Language Arts Instruction and Intervention	\$0.00
51463	05/01/2026	1273	Holly Wick	D750 Clinical	100.2210.0249.995.000.000.00	24.25 C732 Elementary Disciplinary Literacy	\$0.00
51463	05/01/2026	1273	Holly Wick	D750 Clinical	100.2210.0249.995.000.000.00	25.26 D750 Early Clinical Gen/SPED	\$546.43
51463	05/01/2026	1273	Holly Wick	D750 Clinical	100.2210.0249.995.000.000.00	25.26 D759 Elem Literacy	\$0.00
51463	05/01/2026	1273	Holly Wick	D759 Elem Literacy	100.2210.0249.995.000.000.00	25.26 D759 Elem Literacy	\$546.43
Check Total:							\$1,168.46
51464	05/01/2026	1273	John Day Hardware	641173	100.1131.0410.608.551.000.00	Supplies - Woods	\$9.98
51464	05/01/2026	1273	John Day Hardware	641227	100.1131.0410.608.551.000.00	Supplies - Woods	\$7.99

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51464	05/01/2026	1273	John Day Hardware	641380	100.2540.0329.608.000.000.00	Nozzle Assembly	\$19.99
51464	05/01/2026	1273	John Day Hardware	641380	100.2540.0329.608.000.000.00	2GAL Stand and spray	\$32.99
51464	05/01/2026	1273	John Day Hardware	641406	216.1131.0410.608.000.000.00	ENHANCE PROGRAMS OF	\$54.96
51464	05/01/2026	1273	John Day Hardware	641547	100.1131.0410.608.551.000.00	Supplies - Woods	\$98.64
51464	05/01/2026	1273	John Day Hardware	641548	216.1131.0410.608.000.000.00	CTE Supplies	\$120.86
Check Total:							\$345.41
51465	05/01/2026	1273	Kalli Wilson	Baker City POS Meet	100.1132.0340.608.000.000.00	Bakr City Business POS Meeting	\$85.40
Check Total:							\$85.40
51466	05/01/2026	1273	Lenny Dowdy	Enterprise JV BB	100.2555.0340.995.000.000.00	Travel - District Lenny JV BB to Enterprise 4/25/26	\$12.40
51466	05/01/2026	1273	Lenny Dowdy	Enterprise JV BB	100.2555.0340.995.000.000.00	Travel - District Meal Lenny enterprise trip JV BB	\$8.05
Check Total:							\$20.45
51467	05/01/2026	1273	Malina Dayton Lindell	26-03-33	100.1210.0310.995.000.000.00	Malina Lindell- OSL Interpreter	\$136.00
Check Total:							\$136.00
51468	05/01/2026	1273	Mid American Research Chemical Corp.	087136-IN	100.2540.0410.110.000.000.00	Supplies - Humbolt Supplies invoice 0876136..IN	\$807.60
Check Total:							\$807.60
51469	05/01/2026	1273	Miller, Jason	Skills USA	216.1131.0410.608.000.000.00	Albany- Skills USA- Mileage Reimbursement	\$429.80
Check Total:							\$429.80
51470	05/01/2026	1273	Nicholas and Company	9562494	253.3100.0450.608.000.000.00	Cafe Food 3.30	\$1,887.33
51470	05/01/2026	1273	Nicholas and Company	9590396	253.3100.0450.110.000.000.00	Cafe Food 4.23	\$1,090.52
51470	05/01/2026	1273	Nicholas and Company	9594028	253.3100.0450.110.000.000.00	Cafe Food 4.23	\$0.00
51470	05/01/2026	1273	Nicholas and Company	9594028	253.3100.0450.110.000.000.00	Cafe Food 4.27	\$2,253.92
Check Total:							\$5,231.77
51471	05/01/2026	1273	RWC International LLC	XA114030394:01	100.2550.0410.995.000.000.00	Supplies Power steering test kit to repair bus	\$1,101.22
Check Total:							\$1,101.22

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
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Date Range: 04/11/2026 - 05/15/2026
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Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51472	05/01/2026	1273	Shamrock Foods	36165021	253.3100.0450.110.000.000.00	Cafe Food 3.5	\$175.23
51472	05/01/2026	1273	Shamrock Foods	36165021	253.3100.0460.110.000.000.00	Fuel	\$10.50
51472	05/01/2026	1273	Shamrock Foods	36165021	253.3100.0460.110.000.000.00	Cafe Non-Food	\$29.45
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0450.110.000.000.00	Cafe Food 3.5	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0450.110.000.000.00	Cafe Food 3.9	\$27.44
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0450.110.000.000.00	Cafe Food 3.12	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0460.110.000.000.00	Fuel	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0460.110.000.000.00	Fuel	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36177438	253.3100.0460.110.000.000.00	Cafe Non-Food	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36188479	253.3100.0450.110.000.000.00	Cafe Food 3.5	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36188479	253.3100.0450.110.000.000.00	Cafe Food 3.12	\$49.48
51472	05/01/2026	1273	Shamrock Foods	36188479	253.3100.0460.110.000.000.00	Fuel	\$11.00
51472	05/01/2026	1273	Shamrock Foods	36188479	253.3100.0460.110.000.000.00	Cafe Non-Food	\$0.00
51472	05/01/2026	1273	Shamrock Foods	36188479	253.3100.0460.110.000.000.00	Fuel	\$0.00
Check Total:							\$303.10
51473	05/01/2026	1273	Studer Education LLC	1727CM	222.2630.0310.995.000.012.00	Organizational Excellence Coaching 2nd Qtr 2026	\$13,965.00
Check Total:							\$13,965.00
51474	05/01/2026	1273	Timothy Park	6213	100.2310.0354.995.000.000.00	Advertising	\$12,500.00
Check Total:							\$12,500.00
51475	05/01/2026	1273	Tye's Toy Box	693	100.2550.0322.995.000.000.00	Repair & Maintenance Tye's Toy Box bus #10 accident	\$4,863.40
Check Total:							\$4,863.40
51476	05/01/2026	1273	Wells Fargo Financial Leasing	5038513856	100.2320.0324.995.000.000.00	Copy Machine Front Office 50%	\$45.10
51476	05/01/2026	1273	Wells Fargo Financial Leasing	5038513856	100.2550.0323.995.000.000.00	Copy Machine Front Office 50%	\$45.10
Check Total:							\$90.20
51477	05/01/2026	1273	Western Bus Sales Inc.	WSB-817503	100.2550.0413.995.000.000.00	Vehicle Parts Low coolant switch	\$287.66
Check Total:							\$287.66

Grant School District #3

Disbursement Detail Listing

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Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51478	05/07/2026	1280	Catalyst Public Policy Advisors	INV-00413	400.4150.0530.608.000.000.00	Renew America Grants	\$206.75
51478	05/07/2026	1280	Catalyst Public Policy Advisors	INV-00413	400.4150.0530.995.000.000.00	Facility Improvements - Dist.	\$1,217.25
51478	05/07/2026	1280	Catalyst Public Policy Advisors	INV-00413	400.4150.0530.995.000.000.00	Greenhouse & Chicken Coop	\$263.00
51478	05/07/2026	1280	Catalyst Public Policy Advisors	INV-00413	400.4150.0530.995.000.000.00	Childcare/Early Learning Center	\$4,594.25
Check Total:							\$6,281.25
51479	05/07/2026	1280	City of Seneca	April 2026	100.2540.0327.131.000.000.00	Water & Sewer - Seneca 93%	\$110.58
51479	05/07/2026	1280	City of Seneca	April 2026	100.2540.0328.131.000.000.00	Garbage - Seneca 93%	\$35.15
51479	05/07/2026	1280	City of Seneca	April 2026	253.3100.0327.131.000.000.00	Water & Sewer- 7%	\$8.32
51479	05/07/2026	1280	City of Seneca	April 2026	253.3100.0328.131.000.000.00	Garbage- Cafe 7%	\$2.65
Check Total:							\$156.70
51480	05/07/2026	1280	Clarks Disposal, Inc.	April 2026	100.2540.0328.003.000.000.00	Garbage - Bus Barn	\$113.20
51480	05/07/2026	1280	Clarks Disposal, Inc.	April 2026	100.2540.0328.110.000.000.00	Garbage - Humbolt 94%	\$682.06
51480	05/07/2026	1280	Clarks Disposal, Inc.	April 2026	100.2540.0328.608.000.000.00	Garbage - GU 96%	\$1,157.06
51480	05/07/2026	1280	Clarks Disposal, Inc.	April 2026	253.3100.0328.110.000.000.00	Garbage - Humbolt 6%	\$43.54
51480	05/07/2026	1280	Clarks Disposal, Inc.	April 2026	253.3100.0328.608.000.000.00	Garbage - GU Cafe 4%	\$48.21
Check Total:							\$2,044.07
51481	05/07/2026	1280	Eberhards Dairy Products	706623	250.1140.0450.000.000.000.00	Milk 4.7	\$19.54
51481	05/07/2026	1280	Eberhards Dairy Products	706623	250.1140.0450.000.000.000.00	Milk 4.14	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	706623	250.1140.0450.000.000.000.00	Milk 4.21	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	706623	250.1140.0450.000.000.000.00	Milk 4.28	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	707341	250.1140.0450.000.000.000.00	Milk 4.14	\$19.54
51481	05/07/2026	1280	Eberhards Dairy Products	707341	250.1140.0450.000.000.000.00	Milk 4.21	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	707341	250.1140.0450.000.000.000.00	Milk 4.28	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	708097	250.1140.0450.000.000.000.00	Milk 4.21	\$19.54
51481	05/07/2026	1280	Eberhards Dairy Products	708097	250.1140.0450.000.000.000.00	Milk 4.28	\$0.00
51481	05/07/2026	1280	Eberhards Dairy Products	708849	250.1140.0450.000.000.000.00	Milk 4.28	\$19.54
Check Total:							\$78.16
51482	05/07/2026	1280	Grant County Building Supply	35684C	216.1131.0410.608.000.000.00	CTE Supplies	\$1,127.50

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
Bank Account: 0946

Date Range: 04/11/2026 - 05/15/2026
Voucher Range: -

Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
51482	05/07/2026	1280	Grant County Building Supply	35684C	216.1131.0410.608.000.000.00	CTE Supplies	\$0.00	
51482	05/07/2026	1280	Grant County Building Supply	35718C	216.1131.0410.608.000.000.00	CTE Supplies	\$309.79	
							Check Total:	\$1,437.29
51483	05/07/2026	1280	Grant SWCD Weed Control	2026.04.23	100.2540.0329.608.000.000.00	Ranger Pro 2.5 GAL	\$44.00	
							Check Total:	\$44.00
51484	05/07/2026	1280	GUHS	03 Alumni Dinner	100.2320.0410.995.000.000.00	Alumni Dinner	\$2,500.00	
51484	05/07/2026	1280	GUHS	Humbolt Cabinets	100.2520.0460.995.000.000.00	Cabinet- Humbolt	\$591.47	
							Check Total:	\$3,091.47
51485	05/07/2026	1280	Hungerford Law Firm	14126	100.2310.0382.995.000.000.00	April Legal	\$2,152.50	
							Check Total:	\$2,152.50
51486	05/07/2026	1280	Janita Finley	April Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$100.00	
51486	05/07/2026	1280	Janita Finley	April Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$100.00	
51486	05/07/2026	1280	Janita Finley	Feb Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$0.00	
51486	05/07/2026	1280	Janita Finley	Feb Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$150.00	
51486	05/07/2026	1280	Janita Finley	Feb Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$150.00	
51486	05/07/2026	1280	Janita Finley	Feb Solo Rehersal	100.1121.0640.608.131.000.00	Dues & Fees – Music	\$0.00	
							Check Total:	\$500.00
51487	05/07/2026	1280	Joelene Floyd	141246 Alumni Dinner	100.2320.0410.995.000.000.00	Cinnamon Rolls for Alumni Dinner	\$288.00	
							Check Total:	\$288.00
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	6x12 WH RETRN AIR GRILLE	\$28.98	
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	XOP 12OZ Sat BLK Enamel	\$8.99	
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	Hillman	\$3.90	
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	Hillman	\$3.00	
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	Hillman	\$1.60	
51488	05/07/2026	1280	John Day Hardware	640944	100.2540.0329.608.000.000.00	Hillman	\$2.64	
51488	05/07/2026	1280	John Day Hardware	641644	216.1131.0410.608.000.000.00	CTE Supplies	\$3,429.97	
51488	05/07/2026	1280	John Day Hardware	641655	100.2540.0329.608.000.000.00	1" Mounting Squares	\$6.69	
51488	05/07/2026	1280	John Day Hardware	641655	100.2540.0329.608.000.000.00	3/4" Rotor Sprinkler	\$19.99	
51488	05/07/2026	1280	John Day Hardware	641655	100.2540.0329.608.000.000.00	38lb CLR Mounting Tape	\$15.99	

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO
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Date Range: 04/11/2026 - 05/15/2026
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Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51488	05/07/2026	1280	John Day Hardware	641655	100.2540.0329.608.000.000.00	11b 8x2-1/2 CRS Drywall Screws	\$6.95
51488	05/07/2026	1280	John Day Hardware	641688	216.1131.0410.608.000.000.00	CTE Supplies	\$356.67
51488	05/07/2026	1280	John Day Hardware	641746	100.1131.0460.608.551.000.00	Nonconsumable - Woods	\$78.94
51488	05/07/2026	1280	John Day Hardware	641901	100.2540.0329.608.000.000.00	1/2x6 Cut/Off Poly Riser	\$1.70
51488	05/07/2026	1280	John Day Hardware	641901	100.2540.0329.608.000.000.00	Brass Hose Y Shut-off	\$16.99
Check Total:							\$3,983.00
51489	05/07/2026	1280	KJDY	IN-1260418592	100.2310.0350.995.000.000.00	Announcements	\$69.00
51489	05/07/2026	1280	KJDY	IN-1260418592	222.2630.0310.995.000.012.00	5-25 to 4-26 Radio Spots	\$0.00
51489	05/07/2026	1280	KJDY	IN-1260418647	100.2310.0350.995.000.000.00	Announcements	\$69.00
51489	05/07/2026	1280	KJDY	IN-1260418647	222.2630.0310.995.000.012.00	5-25 to 4-26 Radio Spots	\$0.00
51489	05/07/2026	1280	KJDY	MCC-1260418637	100.2310.0350.995.000.000.00	Announcements	\$0.00
51489	05/07/2026	1280	KJDY	MCC-1260418637	222.2630.0310.995.000.012.00	5-25 to 4-26 Radio Spots	\$350.00
Check Total:							\$488.00
51490	05/07/2026	1280	Nicholas and Company	9598762	253.3100.0450.110.000.000.00	Cafe Food 4.30	\$660.25
51490	05/07/2026	1280	Nicholas and Company	9598762	253.3100.0460.110.000.000.00	CAfe Non-Food	\$76.18
51490	05/07/2026	1280	Nicholas and Company	9602654	253.3100.0450.110.000.000.00	Cafe Food- 5.4	\$1,199.73
51490	05/07/2026	1280	Nicholas and Company	9602654	253.3100.0460.110.000.000.00	Cafe Non-Food	\$111.08
Check Total:							\$2,047.24
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.003.000.000.00	Electricity - DO 15%	\$57.89
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.003.000.000.00	Seneca Rediness Container	\$58.80
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.110.000.000.00	Electricity - Humbolt	\$49.35
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.110.000.000.00	Electricity - Humbolt 94%	\$3,075.88
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.131.000.000.00	Electricity - Seneca 93%	\$221.86
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.131.000.000.00	Electricity - Seneca	\$71.15
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity - HS Footbal Field	\$204.75
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity - GUHS Sign	\$62.73
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electracity - GUHS Modular	\$529.40
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity - GUHS 96%	\$3,272.39

Grant School District #3

Disbursement Detail Listing

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Sort By: Check
Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity – GUHS Class Rm	\$145.18
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity – S HS Prkg Lot Track Shed	\$47.73
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.608.000.000.00	Electricity – Announcer Stand – GUHS	\$57.70
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.701.000.000.00	Electricity 7th St Light	\$14.89
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.701.000.000.00	Electricity – NE 7th St	\$62.52
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.701.000.000.00	Electricity – 7th St Pump	\$55.15
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2540.0325.701.000.000.00	Electricity – Scoreboard/Cages 7th St	\$233.59
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2550.0325.002.000.000.00	Electricity – Bus Barn	\$51.14
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2550.0325.002.000.000.00	Electricity – Bus Shop	\$114.73
51491	05/07/2026	1280	OR Trail Electric	April 2026	100.2550.0325.002.000.000.00	Electricity – DO 85%	\$328.04
51491	05/07/2026	1280	OR Trail Electric	April 2026	253.3100.0325.110.000.000.00	Electracity – Humbolt Cafe 6%	\$196.33
51491	05/07/2026	1280	OR Trail Electric	April 2026	253.3100.0325.131.000.000.00	Electricity – Seneca Cafe 7%	\$16.70
51491	05/07/2026	1280	OR Trail Electric	April 2026	253.3100.0325.608.000.000.00	Electricity – GUHS Cafe 4%	\$136.35
Check Total:							\$9,064.25
51492	05/07/2026	1280	Oregon Employment Department	18302588	100.2529.0232.995.000.000.00	January 1 to March 31, 2026	\$18,335.87
Check Total:							\$18,335.87
51493	05/07/2026	1280	Town of Canyon City	April 2026	100.2540.0327.003.000.000.00	Water & Sewer – DO	\$216.38
51493	05/07/2026	1280	Town of Canyon City	April 2026	100.2540.0327.003.000.000.00	Water & Sewer – Bus Shop	\$216.38
51493	05/07/2026	1280	Town of Canyon City	April 2026	100.2540.0327.110.000.000.00	Water & Sewer – Humbolt 94%	\$3,053.92
51493	05/07/2026	1280	Town of Canyon City	April 2026	100.2540.0327.608.000.000.00	Water & Sewer – GU Football Field	\$75.38

Grant School District #3

Disbursement Detail Listing

Bank Name: CHECKING - BEO

Date Range: 04/11/2026 - 05/15/2026

Sort By: Check

Bank Account: 0946

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2025-2026

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
51493	05/07/2026	1280	Town of Canyon City	April 2026	253.3100.0327.110.000.000.00	Water & Sewer – Humb Cafe 6%	\$194.93	
							Check Total:	\$3,756.99
51494	05/07/2026	1280	Valley Athletics	67526	100.2540.0112.701.000.000.00	Grass seed for infield	\$5,760.00	
							Check Total:	\$5,760.00
51495	05/07/2026	1280	Waste-Pro Accu-Shred	3932441	100.2320.0410.995.000.000.00	64 gallon shred bin	\$62.46	
51495	05/07/2026	1280	Waste-Pro Accu-Shred	3932442	100.2540.0328.608.000.000.00	32 gallon shred bin	\$50.06	
51495	05/07/2026	1280	Waste-Pro Accu-Shred	3932442	100.2540.0328.608.000.000.00	64 Gallon shred bin	\$62.46	
51495	05/07/2026	1280	Waste-Pro Accu-Shred	3932443	100.2540.0328.110.000.000.00	32 gallon shred bin	\$50.06	
							Check Total:	\$225.04
							Bank Total:	\$212,900.99

<u>Fund</u>	<u>Amount</u>
100	\$131,057.82
216	\$10,761.31
222	\$14,315.00
250	\$221.66
253	\$21,808.66
400	\$34,736.54
<hr/>	
Fund Totals:	\$212,900.99

End of Report

Disbursements Grand Total: \$212,900.99

NOTES: OL = FTOL = Full-time On-line; enrollment is measured last day of each month | Report by: Superintendent

YEAR	GU J/S HS	HUMBOLT	SENECA	OL-GU	OL-H	OL-S	ADM TOTAL	G/L	HCCC	TOTAL
2025/2026										
JUN										
MAY										
APR	195	236	13	10	11	0	465	17	32	497
MAR	198	214	13	12	11	0	448	9	37	485
FEB	199	213	15	6	6	0	439	1	33	472
JAN	196	215	15	6	6	0	438	-9	33	471
DEC	201	215	16	9	6	0	447	-1	33	480
NOV	203	214	16	9	6	0	448	-12	31	479
OCT	204	225	16	9	6	0	460	1	31	491
SEP	206	224	14	9	6	0	459	5	30	489
AUG	208	224	12	4	6	0	454	-21	30	484
2024/2025										
MAY	202	242	13	5	3	0	465	-3	29	494
APR	202	245	13	5	3	0	468	0	29	497
MAR	202	245	13	5	3	0	468	-4	29	497
FEB	205	246	13	5	3	0	472	-7	27	499
JAN	207	246	13	5	3	0	474	4	24	498
DEC	207	244	13	5	1	0	470	0	22	492
NOV	206	245	13	5	1	0	470	-7	22	492
OCT	213	243	13	7	1	0	477	-1	22	499
SEP	211	246	12	6	1	0	476	1	24	500
AUG	201	256	12	5	1	0	475	-15	24	499
2023/2024	208	252	13	12	5	0	490	0	23	513
2022/2023	204	244	12	*	*	*	460	0	*	460
2021/2022	246	278	22	*	*	*	546	-21	*	546
2020/2021	254	289	24	*	*	*	567	-47	*	567
2019/2020	280	312	22	*	*	*	614	*	*	614

KEYS: ADM = Average Dailey membership;
 G/L = Gain or Loss; GU-OL = GU online;
 H-OL = HES online; S-OL = SES online;

HCCC = Humbolt Child CC

Grant Union

FBLA

State Business
Leadership Conference

Eugene, Oregon

NATIONAL QUALIFIERS

- 1st - Community Service Project - Jhett Williams | Eliza Bailey
- 1st - Intro to Public Speaking - Cosette Klusmier
- 1st - Intro to Business Presentation - Adie Judd | Ella Carpenter | Ivy LaFramboise
- 2nd - Insurance and Risk Management - Morgan Cole
- 4th - Intro to Business Concepts - Jhett Williams
- 4th - Customer Service - Adie Judd
- 4th - Event Planning - Shreya Vyas | Hannah McKinley | Bianca Ledbetter

'25
'26

MAKE
YOUR
MARK
FBLA

- 5th - Impromptu Speaking - Kaleb Gosnell
- 5th - Social Media Strategies - Eliza Bailey | Keira Stiner | Abril Ceja
- 5th - Sports Marketing - Jhett Williams | Taylor Gosnell | Kaleb Gosnell
- 5th - Website Design - Jordan Ross | Ganesa Ledbetter
- 5th - Retail Management - Bianca Ledbetter
- 7th - Intro to Business Concepts - Ganesa Ledbetter
- 7th - Exploring Public Speaking - Sam Bailey
- 8th - Personal Finance - Eliza Bailey



May 2026



District Mission Statement

Our Prospector Promise: A place for every student to feel support, achieve success, and learn respect.

District Vision Statement

A Place Where Every Prospector is Known, Empowered, and Ready for the World!

To: Mr. Mark Witty and Grant School District #3 Board of Directors
From: Shanna Northway, GU Principal/Special Programs Director

Strategic Goal #1: Recruit, Train, and Retain Staff to Implement, Adjust, and Achieve Excellence

Special Education Training and Compliance

Our SPED department participated in professional development focused on finalizing IEP paperwork, improving compliance practices, and meaningfully including parents in the IEP process. This training provided staff with increased confidence and clarity surrounding documentation and collaborative family engagement.

Studer Employee Survey Participation

Staff participated in the Studer Employee Engagement Survey, providing valuable feedback regarding their experiences as employees at Grant Union. We are proud of the progress reflected within our staff culture and are excited to continue building on that growth moving into next school year.

Staff Appreciation and Recognition

Our Sunshine Committee has done an outstanding job organizing celebrations and recognition opportunities for staff throughout the month. Events included Administrative Assistants Day, Teacher Appreciation Week, Classified Recognition Day, Vice Principal Appreciation Day, Bus Driver Appreciation Day, and Principal Appreciation Day. These celebrations continue to positively impact staff morale and culture.

Novice Teacher Recognition

We were incredibly proud to celebrate Marissa Smith for being selected as the district's Novice Teacher of the Year and receiving the Crystal Apple Award during the county-wide recognition event hosted by Grant ESD.

May 2026

End-of-Year Evaluations and Staff Rounding

The final round of classroom walkthroughs for the school year has been completed, and we are currently halfway through the summative evaluation process. These meetings provide valuable opportunities to reflect on the year, discuss goals for next year, gather staff input, and complete rounding conversations focused on staff support and continuous improvement.

Strategic Planning Leadership Development

Our Strategic Plan Implementation Team participated in another outstanding leadership development training through Studer Education. The training focused on remaining curious when reviewing data, planning thoughtful data rollouts, and creating short-cycle improvement plans grounded in stakeholder feedback and measurable outcomes.

Strategic Goal #2: Create a Student-Focused Environment Where Each Student is Known and Prepared for Success

Small School Prom

For the first time, Grant Union students attended the Small School Prom. The event was exceptionally well organized, highly attended, and created a positive experience for students. We are excited to announce that Grant Union has been invited back for next year.

Student Studer Feedback Survey

Students completed the Studer Feedback Survey this month. The data collected will help guide future decision-making and improvement planning. We are looking forward to developing student focus groups to help us better understand the data and identify focus areas for the 2026–27 school year.

State Assessments

Students completed OSAS state assessments this month. Staff and students worked hard to move through the assessment process efficiently while maintaining a strong testing environment.

YTP PitchFest Participation

Several special education students participated in the 2nd Annual YTP PitchFest. This opportunity allowed students to strengthen networking, interview, and communication skills while exploring future career pathways and learning how to receive professional feedback.

District-Wide SPED Collaboration

We hosted an all-district SPED meeting focused on collaboration, communication, and program planning for the 2026–27 school year. This time allowed staff to align supports and discuss student transitions and program needs.

May 2026

6th Grade Transition Meetings

All transition IEP meetings for incoming 7th grade students have been completed. These meetings support smooth transitions to Grant Union by addressing parent concerns, reviewing schedules, and developing individualized support plans for students entering junior high.

Junior High Spring Fling

Our junior high students had an outstanding time at the Spring Fling dance hosted in the commons. The event was very well attended and planned with the support of Ms. Moulton and student leadership.

Humboldt FUN Run Partnership

ASB leadership students and seniors hosted the Humboldt FUN Run, partnering with Humboldt Elementary for a day filled with water activities, sunshine, and popsicles. This continues to be a positive community-building event for students and families.

MAP Assessment Growth

Students are currently completing end-of-year MAP assessments, and the data has shown strong growth overall. English students, in particular, demonstrated significant gains in reading from winter to spring benchmarking.

TAG and ILP Meetings

Mrs. Blevins completed all TAG and ILP meetings with student, parent, and teacher input. These meetings ensure TAG students have access to appropriate pathways, opportunities, coursework, and individualized plans to support continued growth.

National Honor Society Banquet

Tonia Seebart organized another outstanding National Honor Society banquet. Eight new students were inducted, graduating seniors were recognized, and Mr. Roger Ediger delivered an inspiring keynote speech. The evening celebrated academic excellence, leadership, service, and character.

FBLA Success and Nationals Qualification

FBLA hosted its annual awards night recognizing more than 25 students for outstanding accomplishments during the 2025–26 school year. Eight students qualified to attend FBLA Nationals in Texas this June.

Art Department Highlights

8th grade art students are currently transforming 1st grade “Wild Things” drawings into 3D art pieces inspired by *Where the Wild Things Are*. High school art students continue producing projects in clay, painting, drawing, sewing, crochet, weaving, fused glass, printmaking, and mixed media. The art room remains a highly creative and engaging learning space.

May 2026

Careers and CTE Programs

Career classes presented “Teach It Forward” projects where students taught classmates practical future-ready skills including embroidery, meditation, Canva tutorials, art lessons, and origami.

CTE Exploration students continued developing Wilson County businesses through marketing, design, 3D printing, and T-shirt production projects. Business classes have remained busy completing apparel and engraving projects while Sports Marketing students continue work on the Hall of Fame project.

Applied Algebra Business Presentations

Applied Algebra students completed business loan presentations to mock bankers, presenting business plans and requesting startup funding. Students then transitioned into calculating materials needed for the north endzone project, applying meaningful real-world math skills.

FFA Banquet and Student Recognition

FFA hosted its annual banquet recognizing student accomplishments and honoring community supporters. The evening included live and silent auctions supporting travel to FFA Nationals.

Student Leadership Elections

ASB and class officer elections were completed for the 2026–27 school year. We were highly impressed with the increase in student applications and the quality of students seeking opportunities to represent student voice.

Honors Senior Presentations

Honors students completed final presentations highlighting budgets, future plans, senior projects, and community service initiatives. Projects included a parent/child occupational therapy support group, a senior/kindergarten buddy program, a Red Cross blood drive, and a community pep band.

TAG Parent Feedback

TAG parent surveys were distributed to gather input regarding future program development. Feedback from parents following meetings has been positive, and we continue working to strengthen and enhance the TAG program.

7th Grade Orientation Day

We hosted our incoming 7th grade orientation this month, providing students with an opportunity to experience a full day at Grant Union. Students moved through a mock schedule, met staff members, participated in hands-on learning activities, and learned about the expectations, rules, and responsibilities associated with junior high at GU. Students were also introduced to the many opportunities available to them, including clubs, activities, athletics, and leadership programs.

Our incoming students did an outstanding job with both behavior and participation throughout the day, and our staff did an excellent job preparing meaningful activities and creating a

May 2026

welcoming environment for students transitioning to campus next year. Overall, the day was a tremendous success and helped students begin building confidence and excitement about becoming part of the Grant Union community.

The day concluded with Tonia Seebart and Andy Lusco hosting a parent information meeting designed to help families better understand what to expect as their students transition into junior high next school year.

Strategic Goal #3: Positive Perceptions, Community Ownership, and Support for District Facility Improvements

Parent/Caregiver Studer Survey Participation

Parents and caregivers participated in the Studer Feedback Survey this month. Our leadership team is currently reviewing the data and planning ways to gather deeper stakeholder input to support future short-cycle improvement goals.

Summer Custodial Hiring and Facility Projects

We completed the hiring process for our summer custodial staff and are excited to begin several summer projects aimed at improving the appearance and functionality of district facilities.

Community Counseling Services Partnership

Grant Union is partnering with Community Counseling Solutions to pursue a grant opportunity that would transition our School-Based Health Center into a Certified Behavioral Health Clinic (CBHC). This change would significantly expand service availability and consistency for students and families.

Alumni Dinner

We hosted the 2nd Annual Alumni Dinner this month. FBLA students did an outstanding job preparing and serving the meal. The event provided an excellent opportunity to reconnect with alumni, celebrate district history, and strengthen community relationships.

District-Wide Recognition for Mark Witty

GSD #3 staff and students came together to recognize Mark Witty for his many years of service and support to the district. The district-wide assembly was a meaningful celebration attended by many members of Mark's family.

Community Strategic Planning Meeting

We participated in our Community Strategic Planning Review meeting where we shared data, gathered community input, and discussed plans for the rollout of Studer Survey data. A major theme of the evening focused on the importance of collective efficacy and the role our entire community plays in student success.

May 2026

Athletic Update

Spring Sports Update

High School Track and Field is preparing to compete at the District Meet on May 23rd at Weston-McEwen. We have 36 student-athletes competing with hopes of qualifying for the State Meet on May 28–29. Our athletes and coaching staff have had a strong season, and we are excited to see them compete at the district level.

Softball has been in the midst of a rebuilding year but has remained competitive while playing one of the toughest schedules in the state. The team continues to show resilience, growth, and determination throughout the season. They are currently on the bubble for an at-large playoff bid based on rankings, and we are hopeful for a strong finish to the season.

Baseball is currently ranked in the Top 10 statewide and is competing for a district championship. The team has had an outstanding season and is positioned well heading into postseason play. At this time, it is likely the Prospectors will host a playoff game.

Golf wrapped up its season at the District Tournament on May 11–12. The team competed hard throughout the season and represented Grant Union well.

Junior High Track and Field concluded its season on May 15th at home. The program had over 40 athletes participate this spring, and we are excited about the future of this talented and hardworking group as they transition into high school athletics in the coming years.

May 2026



District Mission Statement

Our Prospect Promise: A place for every student to feel support, achieve success, and learn respect.

District Vision Statement

A Place Where Every Prospect is Known, Empowered, and Ready for the World!

TO: Supt. Mark Witty and the Grant SD Board of Directors
FROM: Principal Jay Hummel, Humbolt Elementary School, Seneca School, and Humbolt Early Learning Center and Preschool

Strategic Goal #1: Recruit, Train, and Retain Staff to Implement, Adjust, and Achieve Excellence

Summer School

Our summer school plans are coming together. Running from June 9th through Aug 7th, 4 hours a day, we will have both our regular summer school (4 teachers/four subjects), and our Extended School Year (ESY) for our STAARS students. The staffing for those positions is coming together. As well, just before next school year starts, we will be holding a Kinder Camp, lasting two weeks, focused on helping our incoming kindergarten students.

Staffing for next year is underway. Along with the recent hiring of Rhonda McCumber as the new principal, Humbolt is presently planning to start the school year with one less classroom teacher, as a result of two sixth grade classes moving up, and only one kindergarten entering. Further adjustments will be made based on final enrollment numbers.

Strategic Goal #2: Create a Student-Focused Environment Where Each Student Is Known and Prepared for Success

EVERYTHING IS ABOUT LEARNING

Guided by the vision at Humbolt that Every Student completes, Every Assignment, Every Day, parents and teachers report significant increases in student engagement. Both the extra help sessions (Flex) twice a day for 5th and 6th graders, and some additional push-in aide help in the lower grade levels have moved more students closer to grade-level achievement and above!

Strategic Goal #3: Positive Perceptions, Community Ownership, and Engagement

There are lots of exciting and educational events and activities happening this month and next. For example, last week, Mrs. Moulton planned and beautifully executed our monthly student awards presentation, which came right after a fun science assembly put on by the folks at OMSI in Portland. Next week, we have several field trips: 4th grade to the Oregon Trail Interpretive Center, 2nd grade to Kam Wah Chung, and 5th grade to Oxbow Conservation Area. June 9th is the last day of school for our students, so we will be holding our annual 6th Grade Move-up Assembly, as well as, Kindergarten Graduation, and a 6th Grade Dance.

Our school has intentionally focused on building strong communication with our families and the community in order to foster a positive perception of the school. We provide weekly reminders to keep families informed about current happenings and important updates. In addition, we send monthly newsletters highlighting upcoming events, school activities, and positive news about our students and staff. We use social media to celebrate the many wonderful things happening at our school! Our posts showcase fun events, highlight student accomplishments, and share upcoming opportunities for families to get involved. By consistently sharing and celebrating our school community, we strive to keep families engaged, informed, and connected to the positive, joyful experiences happening every day at our school.



Seneca Elementary School

School Board Report for May 2026

Recruit, train, & retain staff able to implement, adjust, and achieve excellence

Seneca School continues building consistency and stability through strong staff collaboration and a shared commitment to students and community. As we look ahead to the 2026–27 school year, we are pleased that the majority of our current staff plan to return next year. In a small rural school setting, staff consistency plays an important role in building relationships with students and families, preserving institutional knowledge, and maintaining positive momentum within the school community. We are grateful for the dedication, flexibility, and teamwork our staff continue to demonstrate throughout the school year.



Staff also continue engaging in district-level collaboration and professional conversations. This month, participation in the district Strategic Planning Committee provided an opportunity for thoughtful discussion around district priorities, future direction, and the concept of collective efficacy—the belief that working together collaboratively can positively impact student outcomes. It was encouraging to see multiple perspectives represented and productive conversations taking place around the future of Grant School District #3.

Seneca School was also honored to host Artist-in-Residence Angel Carpenter, who guided students through portions of the painting process for the Historical Timeline Project. Students demonstrated creativity, focus, and pride in their work, and it was exciting to watch the timeline panels begin to come to life through student-created artwork.

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stage, curtain and backdrop system to improve safety, accessibility, and usability for student performances and school productions. This project supports continued growth in student theater, storytelling, speaking, and arts integration opportunities.

Create a student-focused environment

Where each student is known & prepared for success in life

The past month has provided many opportunities for students to engage in hands-on learning, outdoor exploration, athletics, career awareness, and community experiences.

Seneca sixth-grade students attended the Career Technical Education Exploration Day at Blue Mountain Community College alongside approximately 430 other sixth-grade students from across the region. Students explored future career pathways and participated in a variety of hands-on career and technical learning activities.



At the same time, the remainder of the Seneca student body participated in an all-school field trip experience in Pendleton. Students enjoyed the River Story Walk, playground time and lunch at Pioneer Park, and a warm spring day spent learning and exploring together outdoors. The day concluded with a well-earned ice cream stop before returning home.

The entire school also attended the annual Mitchell Track Meet, a long-standing tradition that has brought together students from small schools across the region for nearly two decades. Students participated in a variety of events including running races, long jump, high jump, shot put, and discus. The event provided opportunities for sportsmanship, perseverance, encouragement, and school pride. Students represented Seneca School extremely well and supported one another throughout the day.

Students also attended the Grant School District Fun Run event and had a great time participating alongside students from across the district. Our students raised approximately \$360 for the Seneca PTA, which will help support future student activities and events. Prior to the run, students attended a special assembly honoring Superintendent Mark Witty and celebrating his years of service and leadership to Grant School District #3.

Students also attended the dedication ceremony for the SWICK Old Growth Forest Trail hosted by the Forest Service. Students explored the trail through a scavenger hunt activity focused on

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an incredible outdoor learning resource and hidden gem in our own backyard.

Seneca students also participated in a statewide virtual field trip with Beef Northwest, joining multiple schools from across Oregon for a behind-the-scenes look at feedlot operations and the beef industry. Students learned how cattle rations are mixed and prepared, how many cattle are housed within feedlot pens, and approximately how much cattle eat and drink each day. They also explored how old cattle typically are when they arrive at the feedlot, their average weight, and how male and female cattle are managed separately within the operation. Students were especially interested in learning about the different cuts and grades of beef—including prime, choice, and select—and discussing how beef from Eastern Oregon helps supply grocery stores and consumers across the region and throughout the United States. The experience provided valuable insight into agriculture, food production, and one of the major industries connected to rural Eastern Oregon communities.

Positive perceptions, community ownership, & support for facility improvements

Seneca School continues to prioritize meaningful community partnerships and experiences that connect students to the region, local history, outdoor education, and the broader community.

The Historical Timeline Project continues moving forward with strong community interest and student engagement. Students have taken pride in contributing artwork and research connected to local history, and the project continues to provide authentic opportunities for speaking, writing, art, and community connection.



Community partnerships with organizations such as the Forest Service, Juniper Arts Council, and regional educational programs continue to enrich opportunities available to students despite the small size of our rural school. These partnerships help expand student experiences while reinforcing the importance of place-based and community-centered education.

The addition of the new stage curtain and backdrop through the Juniper Arts Council grant will also help improve the functionality and usability of the school's performance space while supporting future student productions, presentations, and community events.

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Upcoming Events & Opportunities

- Historical Timeline Gallery Walk: June 4, 5:00–7:00 PM
- 6th Grade Graduation & End of Year Picnic 11:00 AM



In Closing

Spring has been a busy and exciting season at Seneca School, filled with hands-on learning, outdoor experiences, athletics, career exploration, art integration, and meaningful community partnerships. As always, we appreciate the continued support of the school board, district office, families, and community members who help make these opportunities possible for our students.

Seneca Elementary School

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Smore empowers educators to connect with their community, streamline school communications, and increase engagement.

Create a newsletter



Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

Monthly Report | May 2026

Staff Report: (7)

- Director (1) | Trina Fell
- Preschool Promise Teacher (2) | Brooklynne, Ashleigh
- Child Care Teachers (1) | Ashley
- Child Care Teacher's Assistants (2) | Olivia, Heidi
- Child Care Substitute Teacher Assistant (1) | Savanna

Enrollment: (37)

- Breakdown of Children Enrolled
 - School Age: 4
 - Preschool: 24
 - Toddlers: 5
 - Infants: 4

Summary of Care: Current building could service max of 8 infant spots, 5 toddler spots, and 28 preschool/school age spots. This would require 8 staff (4 teachers, 3 Aides, 1 Float, 1 Director). The child care program has 10 Preschool Promise Slots.

Mission Statement: At Humbolt Child Care Center, we are committed to providing every child with a safe, nurturing, and interactive environment. We believe in offering affordable and high-quality care to all children, regardless of their background. Our goal is to support each child's social, emotional, cognitive, and physical needs while they play, learn, and grow with us.

District Goals:

Recruit, train, and retain staff, able to implement, adjust, and achieve excellence. To support high-quality teaching practices and continuous program improvement, Staff participated in the ECERS (Early Childhood Environment Rating Scale) assessment tool to evaluate and measure the quality of learning environments. The assessment focuses on key areas including classroom environment, teaching practices, health and safety standards, staff-child interactions, and overall support for child development. This process provides valuable data to guide professional growth, identify strengths, and support ongoing improvement efforts to ensure excellence in early learning services.

Board of Directors:



Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

Monthly Report | May 2026

Create a student focused environment where each child is known and prepared for success in life.

Preschool students and staff participated in the annual Kindergarten Gold Rush event, which brings together incoming kindergarten families to meet staff, complete registration, and begin building connections for a successful transition into school. In addition, final parent-teacher conferences are currently underway. Conferences provide opportunities to review student progress reports and individual assessment data while partnering with families to discuss current growth and establish future goals that support each child's continued success.

Positive perceptions, community ownership, and support for our district's facility improvements.

Humbolt Child Care staff and preschool students participated in the annual Fun Run fundraiser benefiting Humbolt Elementary. This school-wide event brought together students, families, district staff, and community members in support of school initiatives. Participation fostered school pride, strengthened family and community engagement, and reinforced positive connections within the district.

Special Note: The contents of this report are based on data and financial figures, as of the last day of the previous month.

Board of Directors:

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Lucas Moore

Instructional Hours GSD3 SY 2025-26

Seneca (Required K-8 900 hrs)

Instructional School Day 8 am to 3 pm

Two Recesses for a total of 30 minutes

Lunch/Recess is 40 minutes

7 hrs X 60 minutes = 420 minutes per day

420 minutes - 30 minutes (recess) - 40 minutes (lunch/recess) = 350 minutes per day

147 days X 350 minutes of Instruction = 51,450 minutes in School Year

51,450/60 = 857.5 hrs + 24 hours (PT Conferences) + 30 hrs (PD) = **911.5 hrs**

Humbolt - Baseline 5th grade (Required K-8 900 hrs)

Instructional School Day 8:05 am to 3:10 pm

Two Recesses for a total of 45 (3) minutes k-5 & 6th 30 (2) minutes

Lunch is 20 minutes 5th & 6th Grades

7 hrs X 60 minutes = 420 minutes + 5 minutes + 425 minutes per day

425 minutes - 30 minute (recess) - 45 minutes (lunch/recess) = 350 minutes per day

350 minutes X 147 days = 51,450 minutes in School Year

51,450/60 = 857.5 hrs + 24 hrs (PT Conferences) + 30 hrs (PD) = **911.5 hrs**

Grant Union JR/SR HS (Required 9-11 990 hrs)

7 periods X 53 minutes = 371 minutes + 30 minutes (Home Rm) = 401 minutes

149 days X 401 minutes = 59,749 minutes

59,749/60 = 995 hrs + 13 hrs (PT Conferences) + 30 hrs (PD) = **1.038 hrs**

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Oregon Department of Education

Chapter 581

Division 22

STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

581-022-2320

Required Instructional Time

(1)(a) Except as allowed under subsections (2) and (4), each school district shall ensure that at least 92% of all students in the district and at least 80% of all students at each school operated by the district are scheduled to receive annually the following minimum hours of instructional time:

- (A) Grade 12 – 966 hours;
- (B) Grades 9-11 – 990 hours; and
- (C) Grades K-8 – 900 hours.

(b) A student who is 18 years of age or older or an emancipated minor or the person in parental relationship to a minor student may request to annually receive the minimum hours of instructional time. The school district must honor the request except as specifically provided for by rule or law.

(2)(a) Notwithstanding the requirements of subsection (1), with the annual approval of the local school board after a public hearing, the following students are exempted from the instructional time requirement and are not included in the district's calculation of instructional time under subsection (1):

- (A) Students who have fulfilled all state requirements for graduation under OAR 581-022-2000;
- (B) Students who at the start of their senior year are on track to exceed all state requirements for graduation under OAR 581-022-2000 as determined by the number and type of credits earned by the student; and
- (C) Students who are earning credits toward a diploma through accelerated learning classes, such as Advanced Placement, International Baccalaureate, or classes at a post-secondary institution, internship, work-based learning, or credits by proficiency.

(b) Each year, the school district must report to the local school board the total number of students disaggregated by relevant sociodemographic group that have been exempted from the instructional time requirements under this subsection.

(3) Nothing in this rule may be construed to affect the right of a person to be admitted to the school district in which they reside under ORS 339.115.

(4) A school district may request permission to exempt an alternative education program as defined in ORS 336.615 from the requirement in subsection (1). The request must be made in writing to the Deputy Superintendent of Public Instruction. The Deputy Superintendent is authorized to grant permission under this section without obtaining approval from the State Board of Education. Permission will be granted where:

- (a) The request is made with the approval of the school district's governing school board;
- (b) The school district is using an evidence-based strategy that includes flexible time options; and
- (c) The school district has implemented a system to assess students prior to placement to determine whether placement in an alternative education program is appropriate.

(5) If a school district chooses to offer less than 900 hours of instructional time for kindergarten students, the kindergarten program shall be considered a half-day program for purposes of ORS 327.006(1) and the school district shall ensure that every kindergarten student is scheduled to receive a minimum of 450 hours of instructional time per year.

(6) Upon approval by the local school board, a district may include in its calculation of instructional time required by subsection (1) of this rule the following:

- (a) For kindergarten programs offering 900 hours or more of instructional time, up to 60 hours of recess;
- (b) For kindergarten programs offering less than 900 hours of instructional time, up to 30 hours of recess;
- (c) For grades 1-3, up to 60 hours of recess;

- (d) Up to 30 hours for staff professional development;
 - (e) Up to 30 hours for parent teacher conferences; and
 - (f) For the 2015-16 school year, up to 14 hours for emergency school closures due to adverse weather conditions and facilities failure.
- (7) For students participating in online instruction:
- (a) **Instructional** time includes online instruction supported by a licensed or registered teacher through electronic means.
 - (b) For online instruction, up to one hour per course per day may be counted as instructional time where the following criteria are met:
 - (A) Every student has access to a licensed or registered teacher through in-person, telephone, or electronic means for each course taken; and
 - (B) Every student has regular contact with school personnel for the purpose of attendance and progress monitoring as outlined in the policies maintained by the Oregon Department of Education.
 - (c) **Instructional** time may not be claimed for weekends or holidays, per ORS 336.010 and 187.010, or any other day during which a licensed or registered teacher is not available to students.
- (8) There shall be no fewer than 265 consecutive calendar days between the first and last instructional day of each school year at each grade level.
- (9) No student shall be required to exceed the following number of instructional hours per day:
- (a) Grades 9-12 – 8.5 hours;
 - (b) Grades K-8 – 8 hours.

Statutory/Other Authority: ORS 326.011, 326.051

Statutes/Other Implemented: ORS 326.051

History:

[ODE 29-2018, amend filed 09/26/2018, effective 09/26/2018](#)

Renumbered from 581-022-1620 by ODE 16-2017, f. & cert. ef. 7-5-17

ODE 2-2015, f. 1-30-15, cert. ef. 7-1-15

ODE 25-2008, f. & cert. ef. 9-26-08

EB 18-1996, f. & cert. ef. 11-1-96

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Early Learning Center

Board Report — Project Status

To Grant School District 3 Board of Directors
From Mark Witty, Superintendent
Date May 13, 2026
Re Early Learning Center (ELC) — Project Status

Executive Summary

The District has been awarded \$1,450,000 in federal HUD Community Project Funding to develop an Early Learning Center. The project has pivoted from a standalone building to an interior renovation at Humbolt Elementary, combining the ELC with a long-needed remodel of the administrative space. Design work with ZCS is underway, with construction documents targeted for mid-December 2026 and renovation for summer 2027.

Funding Status

Award	\$1,450,000 — HUD FY26 Economic Development Initiative / Community Project Funding (EDI-CPF), Grant #B-26-CP-OR-1805
Award Letter	Received April 28, 2026, from Ronald J. Kurtz, HUD Assistant Secretary for CPD
Sponsors	Senators Jeff Merkley and Ron Wyden
Period of Performance	Approximately four years from execution of the grant agreement
Outstanding	Grant agreement not yet received. HUD CPD is preparing training and technical assistance materials. Senator Merkley's office (Jessica Keys) has been consulted and signaled early support for the scope pivot.

Scope and Pivot to Humbolt Renovation

The project was originally scoped as a standalone building (first across from Humbolt, then at the Strawberry Mountain/Blue Mountain site). After the real estate option fell through, we determined in mid-March that an interior renovation at Humbolt Elementary is a safer, more sustainable path for the District — leveraging shared oversight, integrated staff, and lower long-term operating overhead. The relocation of the birth-to-3 daycare to The Village (Kitman Kienzle) freed the necessary classroom space.



Planned renovation (~4,500–5,300 sqft):

- Three classrooms: ECSE, 3-year-old, and 4-year-old rooms (~700–900 sqft each)
- Commons area (~500 sqft) and staff space (~300 sqft)
- Front office and administrative area remodel (~1,200 sqft)
- Title 1 integrated into the admin area
- Outdoor play area of ~1,500 sqft to meet the 75 sqft-per-child code requirement

Planning Progress

An advisory team has been formed and is meeting regularly. Core team:

Mark Witty	Superintendent (transitioning out July 2026)
Beccy Nordtvedt	Incoming Superintendent
Rhonda McCumber	Incoming Humbolt Principal
Charissa Moulton	Humbolt point person and advisory lead
Aaron Lieuallen	AEWW Innovations — day-to-day project management
Jordan Harrell	Lead Designer, ZCS
Frontier Early Learning Hub	Patti Wright, Laci Wheeler; Cade Burnette (Early Intervention/SPED)
Nicholas Green	Catalyst Public Policy Advisors — financial and grant administration

Since January, the team has held planning meetings on Jan 8, Mar 16, Mar 18, Mar 24, Apr 3 (large stakeholder convening with ESD, Harney ESD, hospital, and board representation), Apr 7, Apr 16, Apr 17, Apr 30, May 7, and May 11. ZCS has issued an updated campus plan and meeting minutes. A site review of the Humbolt remodel is scheduled for May 18.

Timeline

May – Nov 2026	Programming, schematic design, design development with ZCS
Mid-December 2026	Target completion of contract documents
Summer 2027	Target construction window



Humbolt Greenhouse and Chicken Coop

Board Memo — Project Refresh

To Grant School District 3 Board of Directors
From Mark Witty, Superintendent
Date May 13, 2026
Re Humbolt Greenhouse and Chicken Coop — Project Refresh

Executive Summary

The Humbolt greenhouse, chicken coop, and supporting landscaping are substantially complete. Capital construction was funded by a \$200,000 ODE CTE Revitalization grant, and the District has been awarded a follow-on \$100,000 ODE Farm to Child Nutrition Program (CNP) Education Grant to fund operations and curriculum. The project is now transitioning from construction into educational use.

Project Background

Humbolt Elementary serves approximately 250 students K–6 as a Title I school operating under the Community Eligibility Provision, providing free breakfast and lunch to all students. More than half of students qualified for free or reduced-price meals last year, and Grant County continues to report elevated child food insecurity. Closures and layoffs in the local timber and federal workforce have intensified these pressures.

The greenhouse and chicken coop were planned to address food access while creating hands-on, ag-based learning experiences for elementary students — producing fresh snacks, supplying garden starts students can take home, and giving teachers an outdoor classroom tied to nutrition, science, and stewardship.

Funding

The project draws on two ODE grants, each on a separate scope and timeline.

CTE Revitalization Grant — Construction	\$200,000. Awarded for capital construction of the greenhouse, chicken coop, and site work. Period of performance closed June 30, 2025.
Farm to CNP Education Grant — Operations and Curriculum	\$100,000. Awarded for coordinating and implementing food-, agriculture-, and garden-based educational activities. Performance period spans the 2025–2027 biennium.
Total Awarded	\$300,000 across both grants.



Expenditures to Date

All expenditures to date have been for planning and capital construction, funded through the CTE Revitalization grant and Fund 400 Capital Projects. Expenditures by category:

Category	Amount
Project Management and Administration	\$11,063.50
Design and Engineering	\$10,465.00
Construction	\$327,056.37
Total Expended	\$348,584.87

Major construction scope included site and land preparation, the greenhouse structure and kit, chicken coop, in-floor radiant heating, electrical, propane, landscaping, interior tables and benches, and ventilation and climate equipment.

Construction Status

Capital construction is substantially complete. The greenhouse and chicken coop are in place, mechanical and electrical systems are installed, and the surrounding landscaping is finished. Remaining items are limited to punch-list and commissioning activities.

Next Steps

The project is moving into its second phase — operations and curriculum integration — under the \$100,000 Farm to CNP Education Grant. Planned next steps include:

- Stand up day-to-day operations of the greenhouse and chicken coop, including watering, animal care, maintenance, and a plan for summer and school-break coverage.
- Develop and adopt a farm-to-school curriculum that integrates the facilities into K–6 instruction across science, nutrition, and stewardship.
- Activate community and partner relationships, including OSU Extension / SNAP–Ed, the Grant Union FFA and agriculture program, the John Day Senior Center, Master Gardeners, and the local food bank.
- Pilot student-facing programming: in-school nutritious snacks, garden starts sent home with students, seasonal harvest and tasting events, and an after-school garden club.
- Establish USDA-compliant handling practices for produce and eggs entering the school nutrition program.

A project team meeting was held May 11, 2026 to align partners on operational planning and curriculum design. Updates will be provided to the Board as the curriculum and operations plan take shape over the coming months.

Prepared by Catalyst Public Policy Advisors on behalf of Grant School District 3.



GRANT SCHOOL DISTRICT NO.3

401 N. Canyon City Blvd. | Canyon City, OR 97820-6111
Phone (541)575-1280 | Fax: (541)575-3614

04/15/2026 Board Meeting Agenda

Wednesday, April 15, 2026 | 7:00 PM

ZOOM IN BY USING THE FOLLOWING ACCESS CREDENTIALS:
<https://us02web.zoom.us/j/2595245851?pwd=ZjFIZ2w2eDNPMmhoT1VtS0wvbk1MZz09>
HelloGSD3
Or attend the meeting in person:
Seneca Elementary School
100 Park Ave Seneca, OR 97873

1. PRELIMINARY BUSINESS

1.1. The meeting was called to order at 7:01 pm by chair Will Blood.

1.1.1. Board Attendance: MT Anderson, Amy Charette, Kris Beil, Chris Labhart, Jake Taylor, Superintendent Mark Witty, and Zac Bailey attended remotely.

1.2. Pledge of Allegiance

1.3. Agenda Review: Motion was made by Amy Charette and seconded by Chris Labhart to adopt agenda. Motion carried unanimously.

2. PUBLIC COMMENTS | 3-MINUTE LIMIT

2.1. Public Forum: There were no public comments.

3. STUDENT REPORTS

3.1. Seneca 4th-6th Graders

Seneca teacher R. Anderson introduced students that presented information on states that they had studied. Amos, Charlie, Damon and Blaine shared a visual poster of their states, fun facts, agriculture and population statistics, state mottos and state capitals.

4. REPORTS

4.1. Financial/Business Manager: see board packet. Mary Jo is excused from attending the board meeting.

4.2. Current Enrollment | Average Daily Membership (ADM) Reporting as of last day of previous month: see board packet.

4.3. Current Staffing: see board packet.

Board of Directors:

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Lucas Moore

4.4. Administrator's Reports | Previous Month

4.4.1. Principal, Shanna Northway | Vice Principal, Andy Lusco | GU/SPED

4.4.2. Principal, Jay Hummel | Humbolt (HES)

4.4.3. Head Teacher, Stacy Durych | Seneca (SES)

4.4.4. Director, Trina Fell | Humbolt Child Care Center (HCCC)

4.5. Superintendent's Report

Speaker(s): Superintendent Mark Witty

4.5.1. Update on Little Miner's Early Learning Center: Superintendent Witty reported that the district did not receive the 2-million-dollar grant as they had hoped for. Despite the loss of the larger grant, funding has been secured from multiple other grant sources, and the learning center project is still moving forward. A decision is pending whether the Humbolt building has adequate space for the learning center, needing classrooms, office space, and appropriate parking. An architecture firm will be on site to evaluate the space. Parking is expected to be a challenge, and a proposed solution is that priority parking is given to parents of preschool students. Amy Charette expressed disappointment about not receiving the grant money needed but is optimistic that the program can still move forward successfully. Will Blood asked if the remaining funders would continue without the major grant, and Mark Witty confirmed that grantors are still on board and supportive.

4.5.2. Pension Obligation Bond agreement with OASBO/ECONorthwest (3 studies June 2026, 2027, & 2028): Mark Witty has signed a contract with ECO northwest with OASBO. With this agreement, the Board will receive a report in the spring of 2026, 2027 & 2028, giving the district information to guide financial planning. The goal is to potentially create a PERS side account, which could save the district millions over time. The district likely won't join now, but as things stabilize with low interest rates, and higher returns, a side account could be very beneficial to the district. Set up costs for this program is \$2,500, and the agreement offers strong flexibility.

4.5.3. Staff & Board Alumni Dinner | April 25th at 4pm: Mr. Witty shares information about the Alumni Dinner with Grant School district. There will be trivia and food, and a distinguished service award. Retirees will be honored at the event.

4.5.4. Croghan Field Dedication | April 17th at Noon: Mr. Witty will be gone to Portland for his last COSA meeting and will miss this dedication event.

4.5.5. Malone and McConnell Field Commemoration | April 24th at Noon Commemoration meeting: Jake Taylor will MC the events.

4.5.6. Student, Parent, & Staff Survey | Closes April 17th, 2026. Mr. Witty reports that surveys are out, if you haven't done it yet, please complete the survey.

4.5.7. Strategic Planning Committee | 3rd Annual Meeting | May 13th at 5:30pm: Mr. Witty reported that invitations have been sent. Three board members, along with the incoming

superintendent, are expected to attend. The meeting will focus on celebrating the district's strengths and identifying areas for continued growth and improvement.

4.5.8. TAP Grant for Engineered Wood Roof Systems Assessment \$25,000 – ZCS Mr. Witty reported that the district has been awarded this grant. The grant was established to assess aging wood roof systems following school roof collapses throughout the state. The district will use the TAP grant to pay for the study; however, if there are findings, the state will need to come in and help repair the buildings.

4.5.9. End Zone Project: Mr. Lusco's project 3 Flags Field relocation project is underway and people can purchase a brick for \$500 to help raise funds. The goal of the project is to relocate the flags to an area of prominence inside the track, and to commemorate 3 Flags Field for future generations through signage and information. The field was named as a geographical reference to US Route 395, which runs through John Day and connects Canada, United States, and Mexico.

4.6. Construction/Capital Projects Update: Mr. Witty reports that the greenhouse grant has allowed the district to add irrigation systems and other improvements.

5. CONSENT AGENDA

Speaker(s): Superintendent Mark Witty

5.1. Recommend Approving Board Meeting Minutes

Speaker(s): Superintendent Mark Witty

5.2. Recommend Accepting New Hires

Speaker(s): Superintendent Mark Witty

5.2.1. Jozie Rude | Assistant Track Coach

5.2.2. Randy Mooney | Summer Custodian

5.2.3. Debbie Clark | Cook's Helper #1

5.3. Recommend Accepting Employment Role Addition

Speaker(s): Superintendent Mark Witty

5.3.1. Jordan Hall | Assistant Track Coach

Motion to approve the Consent Agenda (Entire Section) was made by Chris Labhart and seconded by Kris Beil. Motion carried unanimously.

6. NEW BUSINESS

Speaker(s): Superintendent Mark Witty

6.1. First Reading of Policies: Mr. Witty reported the district had a food program audit, and they found that the local wellness policy had not been updated. The district used an online surplus auction to sell minibus, a bin for the biomass boiler, and are also trying to sell the biomass boiler.

6.1.1. Local Wellness – EFA

6.2. Bus Surplus Information: Mr. Witty reported that the district would like to sell Bus 18; and would like to attempt to sell it locally first, then will use the online auction.

Motion to approve the first reading of the Local Wellness policy and approval to sell Bus 18 was made by Amy Charette and seconded by MT Anderson. Motion carried unanimously.

7. FUTURE CALENDAR DATES | 2025 | ALL MEETINGS ARE HELD AT DISTRICT OFFICE, UNLESS OTHERWISE SPECIFIED

Speaker(s): Superintendent Mark Witty Budget reported that a budget workshop was held last week, and all budget committee members were in attendance. Mary Jo did a good job presenting.

7.1. 05/20/2026 | Board Meeting | 7:00pm | District Board Room

7.2. 05/26/2026 | Budget Meeting | 6:00pm | District Board Room

8. BOARD REPORTS

8.1. Kris Beal: The blood drive was brought to Grant Union as a senior project. Shanna's list of accomplishments is amazing. I like that students are well connected with seniors through the senior citizen center, with activities such as Easter cards being sent to homebound seniors, and cleanup projects. Seneca students presented one of her favorite projects when she was teaching at Mt. Vernon. Thank you

8.2. M.T. Anderson: Easter cards to homebound seniors were well appreciated, and it is nice to see communication from students to older people in the community. I had a great time at Bingo at Seneca; it was well attended and fun. The presentation by the students was fun; it's nice to see their learning and excitement. It's nice to see everyone in attendance tonight.

8.3. Amy Charette: Thanks to the Seneca students for their presentations. I participated in an OSBA governing structure caucus; I am willing to hear ideas to take to the meetings.

8.4. Chris Labhart: I appreciate the students who presented tonight. I have heard many wonderful comments about the district; it is money well spent.

8.5. Zac Bailey: I appreciate the newsletter. I also appreciate the effort that is put into the survey, it's hard to fix something you don't know isn't broken. My kids just participated in the FBLA competition and they received a ton of support from Heather Rookstool and others. I'm grateful for the teachers of my children.

8.6. Will Blood: I went to the softball game yesterday, the girls played well and won 17-9 to a team they lost 0-15 week prior.

8.7. Lucas Moore: It's nice to see people in attendance. With the Three Flags Project, he would like to see a list of equipment items in need of; he would like to see that list.

9. TOTAL IN ATTENDANCE

9.1. In Person: 24

9.2. Via Zoom: 8

10. ADJOURN MEETING: Time: 7:41 pm Motion was made by Lucas Moore and seconded by Chris Labhart. Motion carried unanimously.

Board Packet posted on district web site at:

<https://meetings.boardbook.org/Public/Organization/3326>

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GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Bobbee Boethin

POSITION: Special Education Teacher

*FIRST DAY OF WORK: 8/17/26 WORK HOURS PER DAY: 8.5

APPLICATIONS RECEIVED: 3 # PERSONS INTERVIEWED: 3

EXPERIENCE: 2 years SpEd IA; 4 years classroom teacher

EDUCATION: current BA program in Elementary Education

NAMES OF REFERENCES CHECKED: _____

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Shanna Northway

Charissa Moulton

Rebecca Nordvelt

NAMES OF ALL PERSONS INTERVIEWED:

Holly Wick

Bobbee Boethin

Shanley Cobb

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Holly Wick

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: 5/3/26

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: BS/BA in prog. STEP/YEARS: 5 SALARY: 49,291 (select one) Hourly
 Annually Season

Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]
SIGNATURE OF SUPERVISOR

5-14-2026
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

5-14-2026
DATE



GRANT SCHOOL DISTRICT #3

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PERSONNEL SELECTION FORM

APPLICANT SELECTED: Holly Wick

POSITION: Special Education Teacher

*FIRST DAY OF WORK: 8/17/26 WORK HOURS PER DAY: 8.5

APPLICATIONS RECEIVED: 3 # PERSONS INTERVIEWED: 3

EXPERIENCE: 4 years in district position; emergency licensed

EDUCATION: current BA program for dual cert (SpEd and GenEd)

NAMES OF REFERENCES CHECKED: Robyn Miller, Marci Judd

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Shanna Northway Charissa Moulton

Rebecca Nordvelt

NAMES OF ALL PERSONS INTERVIEWED:

Holly Wick Bobbee Boethin

Shanley Cobb

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Holly Wick

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: 5/3/26

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: BS/BA in Prog STEP/YEARS: 4 SALARY: 49,291 (select one) Hourly
 Annually
 Season

Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]
SIGNATURE OF SUPERVISOR

5-14-2026
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

5-14-2026
DATE



GRANT SCHOOL DISTRICT #3

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PERSONNEL SELECTION FORM

APPLICANT SELECTED: Shanley Cobb

POSITION: Special Education Teacher

*FIRST DAY OF WORK: 8/17/26 WORK HOURS PER DAY: 8.5

APPLICATIONS RECEIVED: 3 # PERSONS INTERVIEWED: 3

EXPERIENCE: 3 years in district position; emergency licensed

EDUCATION: current BA program in Elementary Education

NAMES OF REFERENCES CHECKED: Janine Attlesperger, Andrea Ashley

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Shanna Northway Charissa Moulton

Rebecca Nordvelt

NAMES OF ALL PERSONS INTERVIEWED:

Holly Wick Bobbee Boethin

Shanley Cobb

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Holly Wick

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: 5/3/26

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: BS/BA in prog STEP/YEARS: 5 SALARY: 49,291 (select one) Hourly
 Annually
 Season

Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

Jay J. Summel
SIGNATURE OF SUPERVISOR

5-14-2026
DATE FORM COMPLETED

Mark W. Wick
SIGNATURE OF SUPERINTENDENT

5-14-26
DATE



GRANT SCHOOL DISTRICT #3

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PERSONNEL SELECTION FORM

APPLICANT SELECTED: Elijah Humbird

POSITION: Elementary Teacher

*FIRST DAY OF WORK: 8/17/26 WORK HOURS PER DAY: 8.5

APPLICATIONS RECEIVED: 3 # PERSONS INTERVIEWED: 3

EXPERIENCE: 4 years 7-12 ELA teacher

EDUCATION: MAT in ELA

NAMES OF REFERENCES CHECKED: Shanna Northway

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Jay Hummel

Charissa Moulton

Rebecca Nordvelt

NAMES OF ALL PERSONS INTERVIEWED:

Elijah Humbird

Amanda Gibbs

Bobbee Boethin

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Amanda Gibbs

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: 5/3/26

CLASSIFICATION (select one): ~~CLASSIFIED~~ LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: MS/MA STEP/YEARS: 5 SALARY: 65,193 (select one) Hourly Annually Season
 Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

SIGNATURE OF SUPERVISOR

M. W. Northway
SIGNATURE OF SUPERINTENDENT

DATE FORM COMPLETED

5/15/26
DATE



GRANT SCHOOL DISTRICT #3

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PERSONNEL SELECTION FORM

APPLICANT SELECTED: Andrea Combs

POSITION: Grant Union 25-26 ESY

*FIRST DAY OF WORK: 7/20/26 WORK HOURS PER DAY: 10

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: College Degree (20+ years of teaching)

EDUCATION: College Degree

NAMES OF REFERENCES CHECKED: Shanna/Andy

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Appointed

NAMES OF ALL PERSONS INTERVIEWED:

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: _____

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: Feb 18th DATE APPLICATIONS CLOSED: open until filled

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: _____ STEP/YEARS: _____ SALARY: _____ (select one) Hourly
 Annually
 Season

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]
SIGNATURE OF SUPERVISOR

8/28/24
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

05/15/2026
DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Dennise Blevins

POSITION: Grant Union 25-26 Jumpstart

*FIRST DAY OF WORK: 7/20/26 WORK HOURS PER DAY: 4

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: 4 years ELA teacher

EDUCATION: Masters in English

NAMES OF REFERENCES CHECKED: Shanna/Andy

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Appointed

NAMES OF ALL PERSONS INTERVIEWED:

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: _____

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

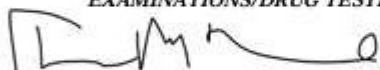
DATE OF NOTICE OF POSITION: Feb 18th DATE APPLICATIONS CLOSED: open until filled

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: _____ STEP/YEARS: _____ SALARY: _____ (select one) Hourly
 Annually
 Season

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*


SIGNATURE OF SUPERVISOR

5/7/26
DATE FORM COMPLETED


SIGNATURE OF SUPERINTENDENT

05/15/2026
DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Fallen Lusco

POSITION: Grant Union 25-26 Jumpstart

*FIRST DAY OF WORK: 7/20/26 WORK HOURS PER DAY: 8

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: 2 years of SPED IA

EDUCATION: Masters in English

NAMES OF REFERENCES CHECKED: Shanna/Andrea

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Appointed

NAMES OF ALL PERSONS INTERVIEWED:

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: _____

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: Feb 18th DATE APPLICATIONS CLOSED: open until filled

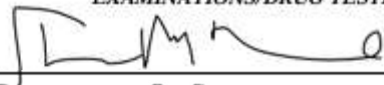
CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: _____ STEP/YEARS: _____ SALARY: _____ (select one) Hourly
 Annually
 Season

Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*



SIGNATURE OF SUPERVISOR

5/7/26

DATE FORM COMPLETED



SIGNATURE OF SUPERINTENDENT

05/15/2026

DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Jordan Hall

POSITION: Grant Union 25-26 ESY

*FIRST DAY OF WORK: 7/20/26 WORK HOURS PER DAY: 10

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: 2 years of SPED IA

EDUCATION: Some College

NAMES OF REFERENCES CHECKED: Shanna/Andy

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:
Appointed

NAMES OF ALL PERSONS INTERVIEWED:

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: _____

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: Feb 18th DATE APPLICATIONS CLOSED: open until filled

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: _____ STEP/YEARS: _____ SALARY: _____ (select one) Hourly
 Annually
 Season

Contract issued
 RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]
SIGNATURE OF SUPERVISOR

5/7/26
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

05/15/2026
DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Marissa Smith

POSITION: Grant Union 25-26 Jumpstart

*FIRST DAY OF WORK: 7/20/26 WORK HOURS PER DAY: 8

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: 3 years of SPED teaching

EDUCATION: Masters in SPED

NAMES OF REFERENCES CHECKED: Shanna/Andy

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:
Appointed

NAMES OF ALL PERSONS INTERVIEWED:

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: _____

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: Feb 18th DATE APPLICATIONS CLOSED: open until filled

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

LANE: _____ STEP/YEARS: _____ SALARY: _____ (select one) Hourly
 Annually
 Season

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]
SIGNATURE OF SUPERVISOR

5/7/26
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

05/15/2026
DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Shamley Cobb Teacher

POSITION: Summer Education Program - ESY K-6 (STAARS)

*FIRST DAY OF WORK: July 6th - 30th WORK HOURS PER DAY: 3 1/2 hrs / 16 days

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: multiple years of ESY +

EDUCATION: college degrees -

NAMES OF REFERENCES CHECKED: Mr. Hummel - Attiesperger

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:
Mr. Hummel

NAMES OF ALL PERSONS INTERVIEWED:
Shamley Cobb

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: same -

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: _____

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
BS/BA CONFIDENTIAL COACH EXTRA DUTY

LANE: in prog STEP/YEARS: 5 SALARY: per diem (select one) Hourly
 Annually
 Season

CONTRACT ISSUED RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

Jay Hummel
SIGNATURE OF SUPERVISOR

May 7, 2026
DATE FORM COMPLETED

W.W. [Signature]
SIGNATURE OF SUPERINTENDENT

5/13/2026
DATE



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

PERSONNEL SELECTION FORM

APPLICANT SELECTED: Sena Rachio

POSITION: Kindergarten Camp Teacher

*FIRST DAY OF WORK: July 27 - Aug 6th WORK HOURS PER DAY: 3 hrs / 8 days

APPLICATIONS RECEIVED: 1 # PERSONS INTERVIEWED: 1

EXPERIENCE: significant - only kinder teacher

EDUCATION: college

NAMES OF REFERENCES CHECKED: Jay Hummel

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: YES NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Jay Hummel

NAMES OF ALL PERSONS INTERVIEWED:

Sena Rachio

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Sena Rachio

REASON FOR LEAVING: RETIRED RESIGNED TERMINATED NEW POSITION

DATE OF NOTICE OF POSITION: _____ DATE APPLICATIONS CLOSED: _____

CLASSIFICATION (select one): CLASSIFIED LICENSED ADMINISTRATOR
 CONFIDENTIAL COACH EXTRA DUTY

BS/BA

LANE: +90 STEP/YEARS: 13 SALARY: per diem (select one) Hourly

Contract issued Annually Season

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: _____

**ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

Jay Hummel
SIGNATURE OF SUPERVISOR

May 7, 2026
DATE FORM COMPLETED

[Signature]
SIGNATURE OF SUPERINTENDENT

5/13/26
DATE

Friday, April 10, 2026

To whom it may concern,

I am writing this letter to officially say, at the end of the 2026-27 school year I will be retiring after 37 years of service with Grant School District #3. As per Article XII-Compensation, letter E, in our contract, I am requesting that the 10% increase in my salary will be spread out over 12 equal payments next school year.

It has been an honor to have worked my entire career here and with so many wonderful memories. Thank you for that opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Douglas Sharp". The signature is written in a cursive style with a large, looped initial "D".

Douglas Sharp

Sophie Brockway
PO Box 294
Canyon City OR, 97820
04/24/2026

Andy Lusco
Athletic Director
Grant Union Jr./Sr. Highschool
911 S Canyon Blvd
John Day OR, 97845

Dear Andy Lusco:

Please accept this as my official notice of resignation for the wrestling coach position. I am grateful for the opportunities and new experience being a coach gave me. It was pleasant to work with everyone involved. I have decided to move to a different location that will no longer allow me to coach in the winters.

Again thank you for having me as a coach, all of the guidance and experience was much appreciated.

Sincerely,

Sophie Brockway

May 12 2026

Mark Witty

Shanna Northway

Grant School District #3

Dear Mr. Witty and Mrs. Northway,

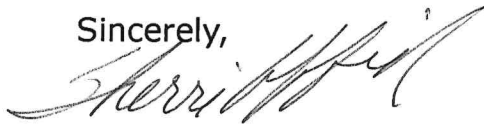
I am writing to let you know that I will be resigning from my position as a Special Education Aide. My last day will be **June 9th, 2026**.

I have appreciated working with the students and the team. Thank you for the support you have given me during my time here.

I would also be willing to return as a substitute in the coming years if the district needs help.

Thank you again for the opportunity to work here.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sherri Giffin".

Sherri Giffin

May 13, 2026

Dear Grant Union School District,

Please accept this letter as my formal resignation from my position as Child Care Director, effective at the end of my contract on June 30, 2026.

Thank you for the opportunity to serve the district, staff, children, and families during my time in this role.

Sincerely,

Trina Fell

OSBA Model Sample Policy

Code:
Adopted:

BBAA

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law, including participating in an approved training at least once during each term of office.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services¹ or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)

[ORS 419B.010](#)

[ORS 192.610 – 192.705](#)

[ORS Chapter 244](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

[ORS 332.107](#)

¹ (855) 503-SAFE (7233)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

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OSBA Model Sample Policy

Code: BBE
Adopted:

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy¹;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
 - a. Be an elector of the district.² This requires being registered to vote within the district;
 - b. Have resided in the district for a period of one year immediately preceding the appointment;
 - c. Be a resident of the zone of the vacant position, if the position is zoned;
 - d. Not be an employee of the district or a charter school located within the district^{3}, except as a substitute bus driver in accordance with ORS 332.016.
4. The Board will review applicant materials in an open Board meeting;
5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;
6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes⁴, the Board may re-vote or vote to re-open the application period;

¹ In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:

8. The death or resignation of any Board member;
9. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
10. When a Board member ceases to be a resident of district or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3));
11. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
12. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
13. When a Board member is recalled.

² ORS 254.005(4) provides “‘Elector’ means an individual qualified to vote under section 2, Article II, Oregon Constitution.” District staff may verify this with local elections officials.

³ {Include this bracketed language only if the district has an ADM or 50 or fewer.}

⁴ ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently four votes are necessary to appoint a board member, regardless of how many vacancies exist.

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the Grant Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)
[ORS 254.005](#)

[ORS 255.245](#)
[ORS 255.335](#)

[ORS 332.030](#)
[ORS 332.122](#)
[ORS 332.124](#)

OSBA Model Sample Administrative Regulation

Code: BBE-AR
Revised/Reviewed:

Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

Which experiences or perspectives will help you represent and serve all students and families?

How will you help advance the district's mission and goals?

How will you engage respectfully with individuals whose viewpoints differ from your own?

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

P

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

R

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being?

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This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration):

City: _____ State: OR

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? Phone Email Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

No Yes (please describe): _____

Attestations (Required)

- The information I have provided is true and complete to the best of my knowledge.
- I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- I am not disqualified by employee status (ORS 332.016).
- I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____ Date: _____

OSBA Model Sample Policy

Code: BCB
Adopted:

Board Officers

At No later than the next regular its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of August. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. [Work with the superintendent to] [Direct the superintendent or designee to] establish Assist in preparing the agenda for regular Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint all Board members to committees [and will be an ex-officio member of all such committees] unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.; and
8. Perform such other duties as may be prescribed by law or by action of the Board.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. [In absence of the designated Board secretary, the Board may name anyone present to serve as secretary for that meeting.]The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies;
5. Properly post public notice for all Board meetings.

Board or District Spokesperson

The Board may designate the chair, vice chair or another Board member as the Board’s spokesperson. The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district’s position should be articulated by a single voice. The spokesperson serves at the Board’s direction and may be removed or replaced at any time by action of a majority of the Board. A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)
[ORS 332.045](#)

[ORS 332.057](#)
[OAR 166-400](#)
[OAR 166-400](#)

[OAR 166-400-0010\(9\)](#)
[OAR 199-050-0050](#)

OSBA Model Sample Policy

Code: BCE
Adopted:

Board Committees

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;
2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law¹, including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.²

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;
2. The task of the committee;
3. What resources are needed and will be provided to the committee;

¹ OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

² OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist³;
5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

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³ The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

[ORS 192.610 - 192.705](#)
[ORS 332.045](#)

[ORS 332.105](#)

[OAR 199-040](#)
[OAR 199-050](#)

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OSBA Model Sample Policy

Code: BD
Adopted:

Board Meetings, Notices and Communications

Definitions

“Communication” means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

“Convening” means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board¹ is required, at any meeting at which a quorum is present.

“Decision-making process” means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

“Deliberation” means discussion or communication that is part of a decision-making process.

“Executive session” means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

“Intermediary” means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term “intermediary” can include a member of the Board.

“Meeting” means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

“Public Meetings Law” means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

¹ This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three²] Board members.

“Work session” or “workshop” means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three³] members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

² {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

³ {ORS 332.055 provides “the affirmative vote of the majority of members of the board is required to transact any business.” If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board’s decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁴. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.^{5}

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

⁴ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

⁵ {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law. {⁶}

Public Notice Requirements

The district posts public notice {⁷} of its meetings on the district’s website or on a publicly accessible website hosted by a third-party that is linked to the district’s website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and
3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours’ advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours’ advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district’s website or on a publicly accessible website hosted by a third-party hosted and linked to the district’s website.

⁶ {ORS 166.670(1)(a) prohibits the possession of firearms or “any other instrument used as a dangerous weapon” on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons “licensed under ORS 166.291 and 166.292 to carry a concealed handgun.” ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply “on the grounds of the schools controlled by the board.” Some districts have adopted policy KGBB to do so.}

⁷ {The public notice must be displayed conspicuously on the district’s website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

“The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

{⁸}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member’s Authority and Responsibilities.

END OF POLICY

Legal Reference(s):

⁸ {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

OR. ATTY. GEN. *Public Records and Meetings Manual.*

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OSBA Model Sample Policy

Code: BDC

Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

“The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

Prior to or at the beginning of the executive session, the Board chair may read the following¹:

“Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).²

¹ This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

² This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- a. The vacancy has been advertised;

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer³, employee, staff member or individual agent who does not request an open hearing⁴; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection.⁵ (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.⁶ (ORS 192.660(2)(h))
7. 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 hearing⁷; may

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- b. Regular hiring procedures have been adopted;
 - c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
 - d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

³ To determine whether the individual involved is considered a public officer, consult with legal counsel.

⁴ Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

⁵ Consider including a reference to the law that exempts the information or records from public inspection in the notice.

⁶ Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

⁷ Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or

not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

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

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and

- d. Information on how the public official may make a request for an open hearing.

Legal Reference(s):

[ORS 192.660](#)
[ORS 192.685](#)
[ORS 192.705](#)
[ORS 332.045](#)

[ORS 332.061](#)
[OAR 199-040-0015 - 0060](#)
[OAR 199-050-0015](#)
[OAR 199-050-0040](#)

[OAR 199-050-0050](#)
[OAR 199-050-0060](#)

OR. ATTY. GEN. *Public Records and Meetings Manual*.

OREGON GOVERNMENT ETHICS COMMISSION, [Staff Advisory Opinion](#) No. 22-106S

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OSBA Model Sample Policy

Code: BDD

Adopted:

Board Meeting Procedures

1. Quorum

A quorum of the Board is four {¹} Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of four {²} Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed³ meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"⁴ as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

¹ {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

² {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

³ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

⁴ See *Robert's Rules of Order*, 12th Edition, § 49:21.

will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

[OAR 199-050-0005 \(9\)](#)

[OAR 199-050-0055](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

OSBA Model Sample Policy

Code: BDDC
Adopted:

Board Meeting Agenda

{¹} The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least five working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

¹ {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

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OSBA Model Sample Policy

Code: BDDG

Adopted:

Recordings and Minutes of Board Meetings

{¹}The Board will ensure a {²}video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district’s website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

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

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time {⁶} after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

¹ {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

² {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

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

⁵ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁶ {The Oregon Attorney General’s *Public Records and Meetings Manual* says, “three weeks arguably is within the reasonable time allowed by statute.”}

Recordings or minutes⁷ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁸ will not be disclosed in accordance with ORS 332.061.

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

END OF POLICY

Legal Reference(s):

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⁷ “...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law.” ORS 192.650(2)

⁸ ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student’s confidential records;
3. The discussion; and
4. The school board member’s vote on the issue.

[ORS 192.610 - 192.705](#)
[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)
[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

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OSBA Model Sample Policy

Code: CBA
Adopted:

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district^{1};
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Preferred service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

¹{ Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, prepare an agenda providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and other for all committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Provide for Evaluate the performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

OSBA Model Sample Policy

Code: CBG
Adopted:

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance [at least once each year]. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.¹ Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the Board;
- b. The time, date and location of the meeting;
- c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
- d. Information on how the superintendent may make a request for an open hearing.

[ORS 192.660\(2\)\(i\), \(8\)](#)
[ORS 332.107](#)

[ORS 332.505](#)

[OAR 199-040-0027](#)
[OAR 199-040-0030](#)
[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

OSBA Model Sample Policy

Code: DBEA

Adopted:

Budget Committee

(Version 2)

Organization, Membership and Terms of Office

The district budget committee will consist of the seven members of the Board and seven electors appointed by the Board as required by law. The term of the appointed members of a budget committee in a district that prepares an annual budget, will each be three years, with appointments made so that, as nearly as practicable, the terms of one-third of the members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.¹ The Board will establish appropriate timelines and procedures for the appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action item.

Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of the district budget.

Meetings of the Budget Committee

The district's budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not

¹ {The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)
[ORS 328.542](#)

[ORS 329.711](#)
[ORS 433.835 - 433.875](#)
[OAR 581-022-2307](#)

[House Bill 4066 \(2026\)](#)

OSBA Model Sample Policy

Code: EBB
Adopted:

Integrated Pest Management

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

The IPM plan is a proactive strategy that:

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

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

² See ORS 634.705(5).

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

8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the Lead Custodian **is designated** as the Integrated Pest Management Plan Coordinator(s) **give them and has** the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator(s) shall:

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

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

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

END OF POLICY

Legal Reference(s):

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

[ORS 634.116](#)

[ORS 634.700 - 634.750](#)

OSBA Model Sample Policy

Code: EBBA
Adopted:

Student Health Services */**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

END OF POLICY

Legal Reference(s):

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

¹⁰ For additional delegation requirements see OAR [851-047-0030](#).

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)
[ORS 342.458](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)

[OAR 581-021-0587](#)
[OAR 581-021-0590](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018)(2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018)(2024).

OSBA Model Sample Policy

Code: GBA
Adopted:

Equal Employment Opportunity

{OAR 581-022-2405 requires districts to have personnel policies which address affirmative action and equal employment opportunity.}

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruiting recruitment, interviewing and evaluation procedures as are necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² This unlawful employment practice Certain protections related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).

³ The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁴ This unlawful employment practice Certain protections related to disability as described in ORS 659A.112 applies only to employers who employ six or more persons (ORS 659A.106).

Legal Reference(s):

[ORS 174.100](#)
[ORS 243.317 – 243.32305](#)
[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 408.225 – 408.237](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 652.210 - 652.220](#)
[ORS 659.850](#)
[ORS 659A.003](#)
[ORS 659A.006](#)

[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.082](#)
[ORS 659A.109](#)
[ORS 659A.112](#)
[ORS 659A.147](#)
[ORS 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)

[ORS 659A.409](#)
[ORS 659A.820](#)

[OAR 581-021-0045](#)
[OAR 581-022-2405](#)
[OAR 839-003-0000](#)
[OAR 839-006-0435 - 0480](#)
[OAR 839-006-0440](#)
[OAR 839-006-0450](#)
[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (20182024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (20182024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (20182024); 29 C.F.R Part 1626 (20192025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (20182024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (20182024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (20182024); 34 C.F.R. Part 104 (20192025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (20182024);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (20182-2024); 29 C.F.R. Part 1630 (20192025); 28 C.F.R. Part 35 (20192025).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (20182024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (20182024).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (20182024).

OSBA Model Sample Administrative Regulation

Code: GBA-AR
Revised/Reviewed:

Veterans' and State Servicemember Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans, and disabled veterans, state servicemembers and former state servicemembers at each stage including the hiring and or promotion process who claim a preference. To be **qualified** for veterans' preference, an veteran or disabled veteran applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for veterans' preference¹ an veteran or disabled veteran applicant must provide certification they are a veteran, or disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

The district is not obligated to hire or promote a qualified and eligible veteran, or disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, or disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 and OAR 839-006-0440 for definitions of veteran, and disabled veteran, state servicemember and former state servicemember.

³ See Verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

Selection Procedures^{4}

- Step 1: Before the review of any applications the Superintendent or designee will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The Superintendent or designee will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the Superintendent or designee shall evaluate whether the skill experience obtained in the military service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the Superintendent or designee determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the [human resources director] shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: The [human resources director] makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied. The district will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The district may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

In the event the district chooses not to appoint an applicant covered by this administrative regulation, the district shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant.

Filing a Complaint

A veteran, or disabled veteran, state servicemember or former state servicemember is encouraged to contact the District Office if they have there are any concerns or questions concerning the application of or the process used for veterans' preference.

⁴ {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans, and disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}

An veteran or disabled veteran applicant claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

OSBA Model Sample Policy

Code: GBN/JBA

Adopted:

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

¹ {Some districts choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, “complainant” is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).}

³ “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

- a. Interferes with a student’s educational activity or program;
- b. Interferes with a school or district staff member’s ability to perform their job; or
- c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent⁴.^{5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [⁶]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

⁷Rebecca Nordtvedt, Superintendent, 541-575-1280 nordtvedtr@johndaysd.org

Shanna Northway, Principal, 541-575-1799 northways@johndaysd.org

Rhonda McCumber, Elementary Principal, 541-575-0454 mccumberr@johndaysd.org

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

⁴ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.}

⁷ {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. {⁸}

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;

⁸ {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person⁹ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

⁹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include¹⁰:

1. Name and contact information for all persons designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

¹⁰ Remember confidentiality laws when providing any information.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹¹;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or

¹¹ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX coordinator and can be contacted at 541-575-1280. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook. {¹²}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹³ The district shall treat complainants and respondents equitably by providing supportive measures¹⁴ to the complainant and

¹² {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹³ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁴ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

by following a grievance procedure¹⁵ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁶

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

Neither the district or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

¹⁵ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁶ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁷ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

OSBA Model Sample Policy

Code: JBA/GBN

Adopted:

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{1}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties² shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive, or hostile environment.

¹ {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).}

² “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

3. Assault when sexual contact occurs without consent³.^{4}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [⁵]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

^{6} Rebecca Nordtvedt, Superintendent, 541-575-1280, nordtvedtr@johndaysd.org

Shanna Northway, Principal, 541-575-1799, northways@johndaysd.org

Rhonda McCumber, Elementary Principal, 541-575-0454 mccumberr@johndaysd.org

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or

³ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁴ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

⁵ {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy." The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

⁶ {The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.}

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. ^{7}

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
7. Removal of third parties engaged in sexual harassment;
8. Additional supervision in activities;
9. Additional controls for district electronic systems;
10. Trainings and education for staff and students; and

⁷ {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

11. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
12. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
13. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
14. Limiting attendance at district events; and
15. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
16. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
17. If appropriate, any impacted person who is not a reporting person;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

18. Each reported person; and
19. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all persons designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

⁹ Remember confidentiality laws when providing any information.

The notice must:

1. Be written in plain language that is easy to understand;
20. Use print that is of a color, size and font that allows the notification to be easily read; and
21. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

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1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
22. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹⁰;
23. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
24. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
25. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

26. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person’s verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX coordinator and can be contacted at 541-575-1280. The Title IX coordinator will coordinate the district’s efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook. ^{11}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The district shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

¹¹ {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹² (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
27. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
28. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

Neither the district or any person may retaliate¹⁷ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student

¹⁵ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁶ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹⁷ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

[Bartsch v. Elkton School District, FDA-13-011 \(March 27, 2014\).](#)

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

OSBA Model Sample Administrative Regulation

Code: GCBDA/GDBDA-AR(1)

Revised/Reviewed:

Family and Medical Leave *

(Version 1)

{This administrative regulation (AR) is intended for districts with 50 or more employees.. If the district has 25 or more and fewer than 50 employees, use version 2 (Oregon Family Leave Act (OFLA)) of GCBDA/GDBDA-AR(1) - Family Leave *.

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

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

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days¹ immediately prior to the first day of the start of the requested leave.^[2] ~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.~~

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

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

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

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

- ~~3. Separates from employment with the district, irrespective of any reason:
 - a. Is eligible to take OFLA leave OFLA at the time the employee separates; and~~

¹Thirty days during a declared public health emergency.

²[The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as the leave required by OFLA.]

- b. — Is reemployed by the district within 180 days of separation from employment; or
4. — Is eligible to take OFLA leave:
- a. — At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
 - b. — Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

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

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
2. An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;
- 3.2. An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

³ As defined in ORS 656.005.

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

Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed child in foster care^{7} under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin who is a covered of the servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care. Under OFLA, sick child leave includes: or leave taken to care

⁴ "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

⁵ "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁷ {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

for an employee's child whose school or child care provider has been closed⁸ in conjunction with a statewide public health emergency declared by a public health official.⁹

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.¹⁰ [When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.]

4. [Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.]

[Leave previously protected by OFLA¹¹: 1) leave to which an eligible employee was entitled under ORS 659A.150 – ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 – ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).]

Eligible employees may also access OMFLA under OFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Definitions

1. Family member:
 - a. For the purposes of FMLA, “family member” means:
 - (1) Spouse¹²;
 - (2) Parent¹³; **OR**

⁸ “Closure” (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child’s school or child care provider as defined in OAR 839-009-0210(4).

⁹ The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

¹⁰ Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

¹¹ OAR 839-009-0215. OFLA: Leave Previously Protected by OFLA.

¹² “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

¹³ “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

- (3) Child¹⁴; or
- (4) Persons who are “in loco parentis.”

e.b. For the purposes of OFLA, “family member” means an eligible employee’s:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.¹⁵

2. Child:

- a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
- d. For the purposes of ~~child placement leave and sick child leave~~ only under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

¹⁴ “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

¹⁵ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- 1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- 2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- 3. The expectation to provide care because of the relationship or the prior provision of care;
- 4. Cohabitation and its duration and purpose;
- 5. Geographic proximity; and
- 6. Any other factor that demonstrates the existence of a family-like relationship.

- b. For the purposes of OFLA, “in loco parentis” means person in the place of the a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

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

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

For the purposes of FMLA, “covered servicemember” means:

- a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:

- (1) Is undergoing medical treatment, recuperation or therapy;
- (2) Is otherwise in outpatient status; or
- (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or

- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

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

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.

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

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use [the calendar year] [any fixed 12-month "leave year"] [the 12-month period measured forward from the date the employee's leave begins] [a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave].

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)¹⁶. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

¹⁶ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

[In addition to the 24 weeks of possible OFLA leave identified above, an eligible employee is entitled to a total of two weeks of child placement leave within an OFLA leave year until January 1, 2025. The adoption or foster placement of multiple children at one time entitles the employee to take only one two-week period of child placement leave.]

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁷

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

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick timeleave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁸. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.²⁰ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

¹⁷ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

¹⁸ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

²⁰ See 29 CFR § 825.200(h).

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

[With the exception of parental leave under FMLA which must be taken in one continuous block of time, a][A]n eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

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

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

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

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

Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, son, or daughter or child, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers/interpreters²⁴ for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal

²⁴ 29 CFR 825.600(e) uses "signers."

job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

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

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

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term²²

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

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
 - (1) The leave will last at least three weeks; and
 - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

²² "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

- (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

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

For the purposes of OFLA leave, if an employee²³ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period [²⁴] to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave. [The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave.] The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

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

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.²⁵ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless

²³ Applies only to an employee who is employed principally in an instructional capacity by the district.

²⁴ {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

²⁵ See also ORS 342.934(4)(d) in reduction force situations.

the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

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

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

Fitness-for-Duty Verification

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For purposes of OFLA, an eligible employee shall provide at least [²⁶30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²⁷ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the

²⁶ {This number of days should align with the days provided in the leave request form.}

²⁷ Oral notice may be given by any other person on behalf of the employee taking the leave.

employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information²⁸ to determine the requested leave qualifies as FMLA or OFLA leave **as provided by law**. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.²⁹

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice³⁰ within 24 hours before or after commencement of the leave.

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

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate³¹, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate³², to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the

²⁸ ~~Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity. See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.~~

²⁹ See 29 CFR § 825.304.

³⁰ Notice may be given by any other person on behalf of the employee taking the leave.

³¹ Medical verification is not allowed in every situation. Review current laws and guidance for more information.

³² Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.³³ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.³⁴

Record Keeping

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

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

Federal vs. State Law

³³ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.}

³⁴ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> {Electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and ~~OFLA or other~~ state leave entitlements run concurrently when for the same purpose.

OSBA Model Sample Policy

Code: GCBDD/GDBDD
Adopted:

Sick Time *

{ORS 653.606 requires employers to “implement a sick time policy and provide notice to employees of sick time policies and procedures. OSBA does not interpret this as a requirement for school boards to adopt a policy on sick time. Rather, school districts are required to have practices and procedures to implement the requirements of this law. Having a board-adopted policy may help the district meet legal requirements. Many districts bargain aspects of this leave; policy language should not conflict with language in collective bargaining agreements.}

“Employee” means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, or independent contractors, or others excluded by law.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued.

[The district employs {¹} 10 or more employees and therefore shall allow an eligible employee to access up to 40 hours of paid sick time per year. [Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.] [Paid sick time of 40 hours shall be {²} front-loaded to an employee at the beginning of each year.]]

OR

~~[The district employs {³} 10 or more employees and has established and invokes the “undue hardship” exception of ORS 653.621 (1)(b); therefore, 56 hours of paid sick time shall be {⁴} front-loaded to an eligible employees at the beginning of each year.]~~

OR

~~[The district employs fewer than 10 employees and therefore shall provide access for an eligible employee of at least 40 hours of unpaid sick time or unpaid time off. [Unpaid sick time or time off shall accrue at the~~

¹ {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

² {For employees employed by an employer for less than a full year, “front-load” means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

³ {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

⁴ {For employees employed by an employer for less than a full year, “front-load” means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works. ~~[Unpaid sick time or time off shall be {⁵} front-loaded to an employee at the beginning of each year.]~~

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. ~~[{⁶} An employee is limited to [accruing no more than 80 hours of sick time] [and] [using no more than 40 hours of sick time in a year].]~~

[Sick time shall be taken in hourly increments] ~~[{⁷} Sick time shall be taken in increments of more than [one] hour[s]]~~ ^{may} [Sick time may be used in increments of less than one hour] and may be used for the employee's or a family member's⁸ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying Family and Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA).

Sick time earned by an employee may also be used for the following reasons:

1. In the event of a public health emergency or compliant with Oregon Revised Statute (ORS) 653.616;

2. To ~~[{⁹} To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with ORS 653.616;]~~

3. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or

4. For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

[When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.]

⁵ {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

⁶ {If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy. The application of these limits need not be applied to employers with less than 10 employees and who front-load at least 40 hours of unpaid sick time or unpaid time off at the beginning of each year used to calculate the accrual and usage of sick time or time off. (ORS 653.606 (1)(d))}

⁷ {This bracketed option only applies if the public charter school claims "undue hardship" (as is defined in OAR 839-007-0000(7)) and front-loads 56 hours of paid sick time per year. The school may require the employee to use paid sick time in increments of more than one hour; however in the case of front-loading 56 hours of paid sick time, the school cannot require an employee to use sick time in increments that exceed four hours, however the employee may choose to do so. OAR 839-007-0025}

⁸ "Family member" is defined in OAR 839-007-0000.

⁹ {The district must first have a policy that allows an employee to donate sick time to a coworker for this purpose. Do not keep this language if there is no policy authorizing this process.}

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than [three^{10}] consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification¹¹ paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time {¹²} 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). ~~[The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.]~~

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district [consistent with the reporting time established by the district] [at least 24 hours in advance] ~~[before the start of the employee's shift], or when circumstances prevent the employee from providing notice as required,~~ as soon as practicable.

~~[The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.]~~

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

*Add final paragraph
from old policy* ✖

Legal Reference(s):

ORS 332.507
ORS 342.545

ORS 342.610
ORS 653.601 - 653.661

ORS 659A.150 - 659A.186
OAR 839-007-0020 - 007-0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018~~2024~~); 29 C.F.R. Part 1630 (2023~~2025~~); 28 C.F.R. Part 35 (2023~~2025~~).

¹⁰ {This number can be increased, but not decreased. Review any applicable collective bargaining agreements.}

¹¹ In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

¹² {ORS 653.621(3): "...not to exceed 10 days"}

When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district at least 24 hours in advance or as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute. In order for a substitute to use accrued sick time, the substitute must have a substitute job previously scheduled with the district 12 hours in advance of requesting use of sick time.

Keep



END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545

ORS 342.610
ORS 653.601 - 653.661

ORS 659A.150 - 659A.186
OAR 839-007-0020 - 0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2023); 28 C.F.R. Part 35 (2023).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2018); Family and Medical Leave Act, 29 C.F.R. Part 825 (2023).

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family and Medical Leave

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (~~2018~~2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (~~2023~~2025).

OSBA Model Sample Policy

Code: EFA

Adopted:

Local Wellness

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

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

The district superintendent or designee shall establish a Wellness Advisory Committee to advise the district in the development, review and update of the local wellness policy.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

The Board designates the principal(s) to be responsible for ensuring each school meets the goals outlined and complies with this policy.

Record Keeping

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Notification of Policy

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

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

Triennial Progress Assessments

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

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy¹ and
3. A description of the progress made in attaining the goals of the district's policy.

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

¹ Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)²

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

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

NUTRITION PROMOTION AND NUTRITION EDUCATION

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

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
5. Families and community organizations are involved, to the extent practicable, in nutrition education;

² USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).

6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
7. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

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

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
7. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
8. Nutrition promotion materials are sent home with students and published on the district website.

School Meals

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP, the SBP, and Summer Food Service Program (SFSP). The district also operates additional nutrition-related programs and activities including Farm-to-School programs and school gardens.

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

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards³.

³ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. This information will be conveyed to staff and parents.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the principal for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

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

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. Every public-school student in pre-kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade shall participate for at

least 150 minutes during each school week, and students in grades through 8 for at least an average of 150 minutes during each school week, as calculated over the duration of a school year;

6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Scoliosis screenings;
2. Safe Routes to Schools Program;
3. Nonfood-related fund raisers;
4. Physical activity energizers during transitions from one subject to another;
5. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
6. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;

DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.

2. “Food and beverage marketing”⁴ is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”⁵ means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

Legal Reference(s):

⁴ This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

⁵ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

[ORS 327.531](#)
[ORS 327.537](#)
[ORS 329.496](#)
[ORS 332.107](#)

[ORS 336.423](#)
[OAR 581-051-0100](#)
[OAR 581-051-0305](#)

[OAR 581-051-0306](#)
[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).
National School Lunch Program, 7 C.F.R. Part 210 (2022).
School Breakfast Program, 7 C.F.R. Part 220 (2022).
[House Bill 3199](#) (2023).