Alsea School Board Meeting

Monday, August 11, 2025 6:00 PM
Staff Room, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
   a. Flag Salute
   b. Approval of Agenda
2. **Consent Agenda**
   a. Approval of Minutes - July 22, 2025

Alsea School Board Meeting
Tuesday, July 22, 2025
6:00 PM
Alsea School Staff Room

Alsea School District 7J
301 South 3rd Street
Alsea, OR 97324
541.487.4305

Board Members Present: Risteen Follett, Soren Rounds, Jamie Olsen, George Laiblin, Russ Ceperich
Board Members Absent: None
Staff Present: Stacy Knudson, Lora Nickle
Patrons In Person: Peter Greenberg with Energy Wise Services
Staff and Patrons Online:

1. **Call to Order – 6:00 PM**
   a. Flag Salute
   b. Approval of Agenda
      Ms. Knudson recommended moving the presentation from Peter Greenberg to 5a. Risteen Follett requested that before moving to the Consent Agenda she be sworn in as a re-elected Board Member. The agenda was approved with the recommendations.

2. **Consent Agenda**
   a. Approval of Minutes
      i. Regular Board Meeting - 06.10.2025
      ii. Budget Hearing - 06.10.2025
   b. Hire - Josh Cleveland, Food Service Assistant
      Jamie Olsen motioned to approve the Consent Agenda. Soren Rounds seconded the motion. Motion carried 5-0.

3. **Patron Comments**
   None

4. **Reports**
   a. Superintendent Report
      Ms. Knudson presented her report to the Board. The documents are available online.
   b. Business Manager Report
      Ms. Knudson presented the financial report to the Board in Mr. Staehely's absence. The documents are available online.
   c. Seismic Construction Update
      Chris Giggy presented his report to the Board. The documents are available online. He invited the Board Members about having a walk-through so that they can see all the work being done.

5. **New Business**
   a. Community Resilience Grant Opportunity
      Peter Greenberg spoke to the Board about the Community Resilience Grant through Benton County to install solar panels and batteries. More studies will have to be done to ensure that we meet the qualification guidelines. The Board discussed at length.

b. Cell Phone Ban - Executive Order
Ms. Knudson spoke to the Board about the Executive Order from Governor Kotek which will need an adopted policy by October 31, 2025 and be fully implemented by January 1, 2026. Ms. Knudson has been working to update the student handbooks. She will present to the Board at the August meeting a first read on policies for staff and students. The Board discussed at length.

c. Alsea Organizational Chart
Ms. Knudson let the Board know that she wanted to present this basic organizational chart to help the Board and Community the District's structure and responsibilities.

d. Election of Board Officers
Russ Ceperich nominated Risteen Follett for Board Chair. Jamie Olsen seconded the nomination. There were no other nominations. Motion carried 5-0.
Russ Ceperich nominated Jamie Olsen for Vice Chair. There were no other nominations. Motion carried 5-0.

e. 2025-26 Academic Calendar revised
Ms. Knudson presented the revised academic calendar to the Board. She explained that with the delay in construction completion allowing time to get the building cleaned and teachers to have time to put classrooms back together the first day for students would be September 4th for the 2025-26 school year. She assured the Board that the instructional minutes meet the Division 22 standards.
Jamie Olsen motioned to approve the updated calendar for the 2025-26 school year. Russ Ceperich seconded the motion. Motion carried 5-0.

f. Annual Organizational Resolution 2025-26
The Board reviewed the Annual Organizational Resolution for 2025-26. They discussed the dates for the Board meetings.
Jamie Olsen motioned to move the monthly Board meetings to the second Monday of the month and approve the Annual Organizational Resolution 26-01. Russ Ceperich seconded the motion. The Board discussed. Motion carried 5-0.

g. Board Training Schedule
Ms. Nickle reached out to Vincent Adams for possible dates. Ms. Knudson reached out to Kristen Miles for her availability as well. The Board discussed dates of availability. Ms. Knudson will reach out to Kristen Miles to set a date of September 23rd to schedule.

h. Set Board Meeting Calendar
The second Monday of each month at 6:00 PM was set as part of the Annual Organizational Resolution.

i. Superintendent Evaluation Schedule
The Board discussed at length setting the months of completion. Ms. Nickle will send out a Google form to compile work session dates for November and Executive Session dates for January and February. Russ Ceperich motioned to accept the Superintendent Evaluation Calendar as amended. Soren Rounds seconded the motion. Motion carried 5-0.

6. **Old Business**
None

7. **First Reading *(Shaded words are new/strikethroughs are deleted)**
   a. GBN/JBA - Sexual Harassment
   b. IIBG - Responsible Use of Technology
   c. IIBG-AR - Responsible Use of Technology

8. **Second Reading**
9. **Board Comments**

   Jamie Olsen stated that she is excited for the new year and continuing work that Krista Nieraeth worked hard to accomplish. Russ Ceperich also expressed his looking forward to the work ahead for the coming school year and opportunities to grow as a School Board.
10. **Future Agenda Items**
11. **Key Dates**

    August 11 – Regular School Board Meeting
12. **Adjournment – 7:39 PM**

b. Monthly Financial Checklist

MONTH END RECONCILIATIONS AND FINANCIAL REVIEW REPORT

Month: July 2025

1. Payroll Processing – Reviewed and approved by Human Resources
   - ☑ Payroll reconciliation reports reviewed prior to processing.
   - ☑ Federal and state deposits have been made, as well if quarterly, federal and state reports have been reviewed and submitted
   - ☑ OEBB invoice been reconciled to payroll
   - ☑ Workers Compensation reconciled to payroll
   - ☑ Deduction payment reconciliation reviewed to ensure all liabilities have been processed

Roxie Smallwood, Human Resource — Date: Aug. 07 2025

2. Deposits, Checks, Vouchers
   - ☑ All transactions have been entered into the financial accounting system and processed for the month.
   - ☐ All vouchers for checks and direct deposits have been reviewed and approved by the Superintendent.

Brynn Campbell, ~~Accounts Payable/Receivable~~ DE Stanley, Business Mgr — Date: Aug 7, 2025

3. Bank Reconciliations – Completed and approved by Superintendent
   - ☑ Citizens bank account
   - ☑ Local Government Investment Pool

4. Federal and State reimbursement requests made during the month
   - ☑ Monthly claims made and approved by Superintendent
   - ☑ If applicable, quarterly claims and reports made and approved by Superintendent

5. Financial Statements
   - ☑ Prepared after all reconciliations have been completed
   - ☐ Any manipulation of general ledger transactions in preparing statements
     - ☑ None
     - ☐ Yes, list below:
       1. Accrued substitute payroll based on average cost per month by account code

6. Business Office Internal Controls – Any changes to current procedures?
   - ☐ Yes – submitted to Board for review
   - ☑ None

7. Other

☐ Business Office Internal Controls – Any changes to current procedures?

☐ Yes

☑ None

☐ Any new pronouncements that will impact financial statements or budget for 25-26 fiscal year.

☐ Yes, list below:

Other items that may have an impact on the financial statements of the district?

☑ None

☐ Yes, list below:

Donald Staehely, Business Manager — Date: 8/7/25

Deposits, Checks, Vouchers

☑ Issued to Board of Directors after month-end reconciliations – created by Accounts Payable/Receivable and submitted to Superintendent for distribution

☐ Has the Board of Directors responded to any items?

☐ Yes, and were all Board Members provided with the response

☑ None

Stacy Knudson, Interim Superintendent — Date: 8/7/2025

Revised 7/15/2025

3. **Patron Comments:**

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

4. **Reports**

a. Superintendent Report

Alsea School District

August 2025 Board Meeting Board Report

Stacy Knudson, Interim Superintendent and Special Education Director

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1. Facilities - Seismic Grant

Stage flooring color is being chosen (looking at a neutral palette to complement the new construction.
Inevitable delays have presented, but the team is working diligently to complete the project prior to the new start of school and with a high degree of excellence. Again, thank you to Chris and Nancy Giggy for their continued support, leadership and guidance.

2. Human Resources / Payroll

OEBB benefits packages are organized and ready to go for our enrollment year and the benefits fair is scheduled for Aug 21, 2025 . Documentation was also emailed to all staff earlier this month.

3. State Reporting

Title, Farm to School and Integrated Programs reporting are underway for the first quarter and 24-25 annual reporting. ODE webinars are being utilized as guides for the new reports.

4. Facilities/Maintenance

Student workers have been cleaning up the grounds. They replaced pea gravel with treated bark chips, weeded and spread fresh bark dust and are patiently waiting to work inside cleanup.
The football field is continuing to grow with hopes of home games at the end of September.

5. Schedules and Systems

☐ K-6 and MS/HS Student Handbooks have been updated.

- ☐ Staff in-service will be August 18th – 20s. Teacher workdays will begin on August 21st. A welcome back packet full of beginning of the year details was emailed to all staff the first week of August. Trainings the first week include: Med training from District Nurse - Betsy Brooks, Sexual Abuse Prevention and Student Supervision trainings with experts from PACE.
- ☐ September PD on 9/19 we will host Bowman Consulting, LLC. Rick and Doris Bowman are experts in the field of education, specifically in the realm of the science of trauma on the brain and its impact on student learning. They educate on these topics and more importantly, educate staff on the powerful strategies and resources available to implement with our students for improved student outcomes. We will open this training to neighboring schools as well. We are extremely excited to host this learning opportunity.
- ☐ I attended the COSA Summer conference on August 4th and 5th. There was exceptional training in AI products and resources as well as legislative updates and student engagement in the technology era. The professional networking and sharing of system ideas is always beneficial.
- ☐ I am also set to attend the OSBA Summer Board conference on August 8-9 and the Food Service training on August 13-14 with Kaylie Bennett and Roxie Smallwood .

6. **Community Engagement**
    a. Monthly visits are being scheduled with local businesses for engagement opportunities.
        i. The Alsea Plaza has also met to discuss partnering with ASD for student incentives within PBIS, Lunch with the Superintendent and other activities.
        ii. August's community visit is being planned for 8/27 with the location TBA.
    b. Weekly memos, Reminds, graphic organizers as reminders are being sent to families for academic, athletic and family night activities for August and September.
    c. Our online registration for both Brick and Mortar and Learn at Home are open on the website. We will also host two sessions on campus (in the District Office) for families to access computers and/or receive assistance with online registration.
        i. **August 12th will be from noon to 5:00p.m.**
        ii. **August 13th from 5:00p.m. to 7p.m.**

b. Athletics and Activities

Board Report – 8/11/25

Summary:

HS Football updates:

FB practices will officially begin on August 18th.

We are planning a parent meeting for Fall sports on August 19th.

3:30pm – Fall pictures 5pm – Parent/athlete team meetings

We will provide Hot Dogs, salads, and cold drinks. Location of the meetings will be determined closer to the meeting as construction starts to wind down.

HS Volleyball updates:

VB practices will officially begin on August 18th and will participate with the parent meeting and Fall pictures.

Due to construction, VB practices will be taking place a couple of times a week at an alternate location. Waiting to hear back from an alternate location.

MS VB will begin practices on Sept 8th. MS Fb will begin practice on the first day of school, Sept. 4th.

Football field is not coming in like we anticipated. Keenan and I met with the contractor and waiting to hear back as to what we can do to get the grass growing.

There are some redistricting proposals being submitted to OSAA for consideration. A few rule changes have also been submitted, and we will be waiting to hear back about these. Thes will not affect this year of association.

If you have any questions or concerns, please contact me directly.

c. Business Manager Report

Financial Summary – June 30, 2025

The financial statements – All payrolls have been processed and invoices paid for the fiscal year ending June 30, 2024. The initial audit on internal controls and testing entries has been completed and the final audit work will be performed in October.

General Fund Resources

- State School Support – All payments have been received. The final adjustments for 24-25 will not be known until April of 2026. Included in the statements is an estimate using final student enrollment numbers (schedule included), revenues received and transportation costs. Based on current figures, it is estimated that the district will receive approximately $49K in May 2026. However, during the audit, there were discrepancies in the teacher experience numbers. We are working with the ODE to determine if there will be any changes.
- Property taxes – All property taxes have been received through July 30. The only payment remaining are those dollars paid to the accessor in July and turned over to the district in August. These will be very minimal. As shared last month, the modified accrual accounting requires property taxes received by the county through July of the subsequent month to be recorded as revenue in the prior year.
- 1510 - Earnings on investments – For your information, the funds received in July and recorded in FY 25-26 were still approximately $31K, with the interest rate, 4.60%.
- 1960 – In balancing all payroll liabilities at year end, $22,224 has been carried over from prior years for workers compensation. In working with the auditor, we are zeroing out the liability account and recording the offset to the income account – recovery of prior year expenditures.
- No changes in the other revenues.

General Fund Expenditures

- Ending Cash Balance – The unaudited ending cash balance is project at $6.44 million. $6.7 million was used as the beginning cash balance for the 25-26 proposed budget. The difference, as shared last month, is due to the SSF loss.

Special Revenue

- All claims have been made for funds spent year to date.
- Federal grants (IDEA and Title) go through September 30. The available funds have been approved to be expended through the 25-26 fiscal yar.
- Pre-Employment Transition Program – the grant goes through September 30. Students are being paid for summer work. Once we determine the final expenditure amount and the funds required to cover these costs, expenditures in 24-25 will be reclassified from the General Fund to this grant to close it out.

Food Service Program

- Included are the student participation, financial statements and per meal breakdown for the 24-25 fiscal year. The attached statement reflects the participation by month, with the annual participation at 65.9% for the breakfast program; 66.0%, lunch program.
- The projected transfer from the General Fund will be approximately $54,882. The 4th quarter Community Eligibility Provision Incentive (CEPI) will not be received until September, at which time the actual transfer amount required will be determined. The estimated CEPI payment is $1,774. The average cost per meal is $5.88 while reimbursement is $4.26, or a transfer from the General Fund of $1.62 per meal.

Debt Service

- No change in the Debt Service, with the projected fund balance ending, is estimated at approximately $34,500.

Capital Projects

- 400 – Capital Projects - reflects interest received on monies at the LGIP. Expenditures are the replacement of the windows, architectural services for the kitchen, and the upgrade to the fire alarm system. As of June 30, the balance that will be reflected in the audit will be $376K. The actual balance available when including the 25-26 fiscal year encumbrances is approximately $217,000.
- 410 - Bond 2021 and OSCIM Grant –As with Fund 400, the balance on June 30 that will be reflected in the audit is approximately $51,000. All these funds will be expended in July and August.

- 430 – Seismic Rehabilitation – The balance on June 30 that will be reflected in the audit is approximately $532,0000. The actual available balance in the FY25-26 as of July 31 after all agreements have been encumbered, the balance is approximately $50,000.

Internal Service Funds

Unemployment Reserve

- As shared last month, The reserve will have sufficient funds to cover claims during the 25-26 fiscal year. No payroll costs will be charged during the 25-26 fiscal year for this cost. Most classified 10-month employees have filed for unemployment for the summer break period. The 1st quarter billing will provide a good figure to estimate future unemployment requirements.

PERS Reserve

- No change compared to last month.

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Internal Service Funds

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PERS Reserve

- No change compared to last month.

GENERAL FUND
STATEMENT OF RESOURCES
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

LINE		SOURCE	BUDGET	Y-T-D 6/30/2025	PROJECTED	TOTAL 6/30/2025	BALANCE OVER/(UNDER)
		STATE SCHOOL SUPPORT FORMULA					
1	1111	CURRENT YEAR'S TAXES	**$ 528,200.00**	$ 528,282.76	-	**$ 528,282.76**	**$ 82.76**
2	1112	PRIOR YEAR'S TAXES	**1,000.00**	615.22	-	**615.22**	**(384.78)**
3	1114	OTHER TAXES	**-**	14.10	-	**14.10**	**14.10**
4	1190	INTEREST ON TAX COLLECTIONS	**800.00**	739.55	-	**739.55**	**(60.45)**
5	2101	COUNTY SCHOOL FUND	**-**	7,283.75		**7,283.75**	**7,283.75**
6	3103	COMMON SCHOOL FUND	**41,205.00**	40,052.82	-	**40,052.82**	**(1,152.18)**
7	3101	STATE SCHOOL SUPPORT FUND	**4,527,702.00**	4,312,627.15	-	**4,312,627.15**	**(215,074.85)**
8	4801	FEDERAL FOREST FEES	**-**	-	-	**-**	**-**
9		**TOTAL 2024-25 SSSF SOURCES (Line 1 - Line 8)**	**5,098,907.00**	**4,889,615.35**	**-**	**4,889,615.35**	**(209,291.65)**
		STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)					
10		STATE SCHOOL SUPPORT FUND 23-24		**(87,988.85)**		**(87,988.85)**	**(87,988.85)**
11		HIGH COST GRANT				**-**	**-**
12		**TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)**	**-**	**(87,988.85)**	**-**	**(87,988.85)**	**(87,988.85)**
13		**TOTAL SSSF SOURCES (Line 9 + Line 12)**	**5,098,907.00**	**4,801,626.50**	**-**	**4,801,626.50**	**(297,280.50)**
		NON STATE SCHOOL SUPPORT FORMULA SOURCES					
		LOCAL SOURCES					
14	1312	TUITION FROM OTHER DISTRICTS	**-**	23,152.95	-	**23,152.95**	**23,152.95**
15	1510	EARNINGS ON INVESTMENTS	**50,000.00**	388,380.39	-	**388,380.39**	**338,380.39**
16	1710	ADMISSIONS - GATE FEES	**7,500.00**	3,271.75	-	**3,271.75**	**(4,228.25)**
17	1760	FUND RAISING	**-**	-	-	**-**	**-**
18	1910	RENTAL INCOME	**3,600.00**	4,035.98	-	**4,035.98**	**435.98**
19	1943	SERVICES PROVIDED CHARTER SCHOOLS	**72,198.00**	68,015.90	-	**68,015.90**	**(4,182.10)**
20	1960	RECOVER PRIOR YEAR'S EXPENDITURES	**-**	23,325.26	-	**23,325.26**	**23,325.26**
21	1920	DONATIONS	**-**	2,000.00	-	**2,000.00**	**2,000.00**
22	1980	FEES CHARGED OTHER GRANTS	**-**	-	-	**-**	**-**
23	1990	MISCELLANEOUS REVENUE	**24,800.00**	22,224.17		**22,224.17**	**(2,575.83)**
24		**TOTAL LOCAL SOURCES (Line 14 - Line 23)**	**158,098.00**	**534,406.40**	**-**	**534,406.40**	**376,308.40**
		OTHER SOURCES					
25	2102	REVENUE THROUGH ESD	**7,600.00**	7,027.04	-	**7,027.04**	**(572.96)**
26	2199	OTHER INTERMEDIATE SOURCES	**-**	-	-	**-**	**-**
27	3203	SPECIAL EDUCATION PROGRAMS	**-**	-	-	**-**	**-**
28	5300	INSURANCE REIMBURSEMENT	**-**	38,581.73	-	**38,581.73**	**38,581.73**
29	5400	BEGINNING CASH	**6,700,000.00**	6,716,065.45		**6,716,065.45**	**16,065.45**
30		**TOTAL OTHER SOURCES (Line 25 - Line 29)**	**6,707,600.00**	**6,761,674.22**	**-**	**6,761,674.22**	**54,074.22**
31		**TOTAL NON SSSF SOURCES (Line 24 + Line 30)**	**6,865,698.00**	**7,296,080.62**	**-**	**7,296,080.62**	**430,382.62**
32		**TOTAL RESOURCES (Line 13 + Line 31)**	**$ 11,964,605.00**	**$ 12,097,707.12**	**$ -**	**$ 12,097,707.12**	**$ 133,102.12**

Alsea School District 7J

Change in State School Support Formula Estimates

		23-24				24-25	
	ODE	2/21/2025	4/29/2025		Budget	4/29/2025	6/30/2025
	Weight	Total	ADMw	Total	ADMw	ODE	Unaudited
ADMr	1.00	265.48	265.48	295.00	295.00	222.13	233.07
ESL	0.50	6.84	3.42	8.00	4.00	1.69	1.69
Pregnant and Parenting	1.00	-	-		-		
IEP	1.00	29.20	29.20	42.00	32.45	24.43	25.64
IEPs above 11%	1.00	25.40	3.80	2.30	2.30	3.80	2.59
Students in Poverty	0.25	29.00	7.25	29.00	7.25	6.50	6.50
Foster Care	0.25	1.00	0.25	1.00	0.25		
Remote Elementary	1.00	38.82	38.82		-	38.82	38.82
Small High School	1.00	50.46	50.46	53.86	53.86	50.46	50.46
Total ADMw		446.20	398.68	431.16	395.11	347.83	358.77
Prior Yrs ADMw			613.44			398.68	398.68
Greater ADMw Amt between Yrs			**613.44**		**395.11**	**397.18**	**397.18**
Base Amount			$ 4,500.00		$ 4,500.00	$ 4,500.00	$ 4,500.00
Teacher Experience Base Amount			$ 25.00		$ 25.00	$ 25.00	$ 25.00
Experience			(5.14)		(2.30)	(5.14)	(5.14)
Teacher Experience Amount			(128.00)		(57.50)	(128.50)	(128.50)
Total Base Amount			$ 4,372.00		$ 4,442.50	$ 4,371.50	$ 4,371.50
Ratio			2.24497447271		2.34088952892	2.33731801238	2.33731801238
State School Funding Per ADMw			**$ 9,813.91**		**$ 10,399.40**	**$ 10,217.59**	**$ 10,217.59**
General Purpose Grant			**$ 6,020,271**		**$ 4,108,907**	**$ 4,073,576**	**$ 4,073,576**
Transportation			955,318.00		1,100,000.00	900,000.00	
Expenses							
Depreciation							876,199
Non reimbursed miles							143,786
Capacity 20 or less							(35,766)
Capacity 21 or more							(22,036)
							962,183
Percent			90%		90%	90%	90%
Transportation Grant			**859,787**		**$ 990,000.00**	**$ 810,000.00**	**$ 865,965.00**
Rounding							
Total Formula Revenue			**$ 6,880,058**		**$ 5,098,907**	**$ 4,883,576**	**$ 4,939,541**
Less Local Collections							
Property Taxes			508,832		530,000	530,000	529,652
Common School			51,631	-	41,205	40,053	40,053
County School			6,305		-	-	7,284
Federal Forest Fees			-		-	-	-
Total Local Offsets			**566,768**		**571,205**	**570,053**	**576,989**
State School Support Formula			**$ 6,313,290**		**$ 4,527,702**	**$ 4,313,523**	**$ 4,362,552**
Food Service Match						**$ (896)**	**$ (896)**
State School Support			**$ 6,401,278**			**$ 4,312,627**	**$ 4,361,656**
May 2025 Adjustment			**$ (87,988)**				**$ 49,029**

ALSEA SCHOOL DISTRICT ENROLLMENT HISTORY AND PROJECTION

	ACTUAL								2Q ADM	3Q ADM	Annual	LaHO		Brick and Mortar		Projected
Grade	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	24-25	24-25	24-25	25-26	24-25	25-26	25-26
KG	11	12	9	17	85	101	55	17	13.03	13.06	13.45	7	6	6	8	14
1	5	8	15	10	74	82	58	39	12.67	12.44	12.37	5	6	7	6	12
2	13	9	13	15	64	89	37	36	32.69	31.84	31.71	19	6	13	7	13
3	13	15	12	16	68	74	48	28	31.25	31.16	31.02	20	17	11	12	29
4	10	20	21	12	63	76	41	25	22.45	22.64	22.69	8	18	14	11	29
5	12	14	24	20	54	72	29	22	26.04	26.44	26.35	6	7	21	14	21
6	10	16	17	17	81	82	39	13	16.76	16.99	16.88			16	20	20
7	6	14	25	20	78	84	52	18	16.99	16.61	16.51			17	15	15
8	11	11	25	18	71	87	44	13	15.10	15.24	15.20			16	17	17
9	11	12	25	20	37	47	12	20	10.46	10.09	9.92			10	16	16
10	14	15	30	30	36	51	15	12	16.00	16.19	16.31			16	10	10
11	12	16	26	25	37	43	19	13	9.78	9.88	9.90			10	16	16
12	13	18	40	45	33	46	19	9	10.99	10.81	10.76			11	10	10
	141	181	282	264	781	934	469	265.48	234.21	233.39	233.07	65	60	168	162	222
														233		

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
INSTRUCTION							
1111	Elementary, K-5	$ 1,336,914.00	$ 1,061,416.47	$ -	$ 1,061,416.47	$ 275,497.53	
1113	Elementary Extra-curricular	3,864.00	3,606.63	-	3,606.63	257.37	
1121	Middle/Junior High Programs	271,397.00	256,296.44	-	256,296.44	15,100.56	
1122	Middle/Junior High School Extra-curricular	36,686.00	37,209.57	-	37,209.57	(523.57)	
1131	High School Programs	390,968.00	344,368.45	-	344,368.45	46,599.55	
1132	High School Extra-curricular	149,995.00	112,016.74	-	112,016.74	37,978.26	
1250	Less Restrictive Programs: Students w/ Disability	636,673.00	381,085.42	-	381,085.42	255,587.58	
1291	English Second Language Programs	8,359.00	1,435.87	-	1,435.87	6,923.13	
	TOTAL INSTRUCTION	2,834,856.00	2,197,435.59	-	2,197,435.59	637,420.41	77.51%
SUPPORT SERVICES							
2113	Social Work Services	-	5,200.71	-	5,200.71	(5,200.71)	
2114	Student Accounting Services	28,801.00	29,493.57	-	29,493.57	(692.57)	
2134	Nurse Services	12,000.00	8,325.24	-	8,325.24	3,674.76	
2142	Psychological Testing Services	50,200.00	13,596.00	-	13,596.00	36,604.00	
2152	Speech Pathology Services	65,900.00	22,236.00	-	22,236.00	43,664.00	
2160	Other Student Treatment Services	39,500.00	26,850.00	-	26,850.00	12,650.00	
2190	Service Direction, Student Support Services	82,526.00	61,817.51	-	61,817.51	20,708.49	
2210	Improvement of Instruction Services	-	154.96	-	154.96	(154.96)	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	4,368.00	4,292.43	-	4,292.43	75.57	
2240	Instructional Staff Development	26,000.00	4,624.60	-	4,624.60	21,375.40	
2310	Board of Education Services	161,200.00	58,455.51	-	58,455.51	102,744.49	

GENERAL FUND
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

			BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
2321		Office of the Superintendent Services	266,441.00	231,667.36	-	231,667.36	34,773.64	
2410		Office of the Principal Services	502,660.00	435,303.55	-	435,303.55	67,356.45	
2520		Fiscal Services	355,450.00	247,060.16	-	247,060.16	108,389.84	
2540		Operation and Maintenance of Plant Services	609,241.00	469,632.86	-	469,632.86	139,608.14	
2550		Student Transportation Services	1,009,576.00	876,198.75	-	876,198.75	133,377.25	
2660		Technology Services	117,316.00	62,335.19	-	62,335.19	54,980.81	
2700		Supplemental Retirement Program	-	-	-	-	-	
		TOTAL SUPPORT SERVICES	3,332,429.00	2,557,244.40	-	2,557,244.40	775,184.60	76.74%
OTHER REQUIREMENTS								
5200		Transfers of Funds						
5200	790	Food Service	123,405.00	-	54,881.69	54,881.69	68,523.31	
5200	792	Bus Fund	140,002.00	140,002.00		140,002.00	-	
5200	795	Special Revenue	-	1,524.80		1,524.80	(1,524.80)	
5200	794	Capital Projects	700,000.00	700,000.00		700,000.00	-	
6110		Operating Contingency	500,000.00	-		-	500,000.00	
7000		Unappropriated Ending Fund Balance	4,333,913.00	-		-	4,333,913.00	
		TOTAL OTHER REQUIREMENTS	5,797,320.00	841,526.80	54,881.69	896,408.49	4,900,911.51	15.46%
		TOTAL EXPENDITURES	$ 11,964,605.00	$ 5,596,206.79	$ 54,881.69	$ 5,651,088.48	$ 6,313,516.52	47.23%
PROJECTED ENDING FUND BALANCE			$ -			$ 6,446,618.64	$ 6,446,618.64	

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

#	Fund Title	End Date	Grant Amount	Beginning Cash	REVENUE Y-T-D	REVENUE PROJECTED	Transfer from General Fund	REVENUE TOTAL	EXPENDITURES Y-T-D	EXPENDITURES Encumbered	EXPENDITURES TOTAL	Balance
200	Donations			$ 3,132.95	$ 500.00			$ 3,632.95	$ 902.80	$ -	$ 902.80	$ 2,730.15
203	Title I-A	9/30/2024	10,797.33	-	10,797.33	-		10,797.33	10,797.33		10,797.33	
203	Title I-A	9/30/2025	50,857.00		44,591.38			44,591.38	44,591.38	-	44,591.38	
203	**Total Title I**		**61,654.33**		55,388.71	-		55,388.71	55,388.71	-	55,388.71	-
205	Small Rural School Achievement (SRSA)	9/30/2025	54,607.00	-	54,607.00	-		54,607.00	54,607.00	-	54,607.00	-
207	Youth Transition Program	9/15/2024	4,972.97	-	4,972.97	-		4,972.97	4,972.97	-	4,972.97	-
207	Preemployment Transition Program	6/30/2025	45,000.00		23,058.88			23,058.88	3,469.63	-	3,469.63	19,589.25
206	Title III-A Immigrant Grant	9/30/2025	224.00	-	224.00	-		224.00	224.00	-	224.00	-
208	E-Rate Funds			26,354.88	-			26,354.88	26,204.57	-	26,204.57	150.31
210	IDEA Part B 611	9/30/2024	18,267.60	-	18,267.60	-		18,267.60	18,267.60	-	18,267.60	-
210	IDEA Part B 611	9/30/2026	60,260.33		56,938.15			56,938.15	56,938.15	-	56,938.15	
210	**Total IDEA Part B 611**		**78,527.93**		75,205.75	-		75,205.75	75,205.75	-	75,205.75	-
213	Special Education Stipend	6/30/2025	5,091.68		3,566.88		1,524.80	5,091.68	5,091.68	-	5,091.68	-
216	IDEA Part B 619 FFY24	9/30/2026	401.15		-			-	-	-	-	-
220	Title II-A - Teacher Quality 23-24	9/30/2024	5,305.66	-	5,305.66	-		5,305.66	5,305.66	-	5,305.66	-
220	Title II-A - Teacher Quality 23-24	9/30/2025	7,236.00	-	1,153.11			1,153.11	1,153.11		1,153.11	-
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2024	10,000.00	-	10,000.00	-		10,000.00	10,000.00		10,000.00	-
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2025	10,981.00		-			-		-	-	-
220	**Title V- B REAP**		**33,522.66**		16,458.77	-		16,458.77	16,458.77	-	16,458.77	-
227	Early Literacy Grant	6/30/2025	59,749.82	-	59,749.82	-		59,749.82	59,749.82	-	59,749.82	-
228	After School Programs	6/30/2025	3,000.00	-	3,000.00	-		3,000.00	3,000.00	-	3,000.00	-
	ESSER											
232	ESSER III	9/30/2024	91,992.21	-	91,992.21	-		91,992.21	91,992.21	-	91,992.21	-
	Integrated Guidance											
226	Early Indicator Intervention	6/30/2025	$ 806.31	$ -	$ 806.31	$ -		$ 806.31	$ 806.31	$ -	$ 806.31	-
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	9/30/2025	51,290.93	-	51,290.93	-		51,290.93	51,290.93	-	51,290.93	-
251	Student Investment Account - Y1	9/30/2024	152,036.58	-	152,036.58	-		152,036.58	152,036.58	-	152,036.58	-
251	Student Investment Account - Y2	6/30/2025	518,906.68	-	518,906.68	-		518,906.68	518,906.68	-	518,906.68	-
252	High School Success M98 - Y1	8/31/2025	581.94		581.94	0.00		581.94	581.94			
252	High School Success M98 - Y2	6/30/2025	98,065.21	-	98,065.21	-		98,065.21	98,065.21	-	98,065.21	-

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

					REVENUE				EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
	Total Integrated Guidance		**821,687.65**		**821,687.65**	**0.00**	**-**	**821,687.65**	**821,687.65**	**-**	**821,687.65**	**-**
257	Baseball/Softball Program		-	**3,706.92**	**-**			**3,706.92**	**-**	**-**	**-**	**3,706.92**
256	Carl Perkins		7,522.58	**-**	**7,522.58**	**-**		**7,522.58**	**7,522.58**	**-**	**7,522.58**	**-**
259	Student Activity Funds		-	**46,945.70**	**24,660.18**			**71,605.88**	**19,421.39**	**-**	**19,421.39**	**52,184.49**
263	Outdoor School	6/30/2025	13,100.96	**-**	**13,100.96**	**-**		**13,100.96**	**13,100.96**	**-**	**13,100.96**	**-**
265	Menstrual Dignity Act	6/30/2025	859.97	**-**	**859.97**	**-**		**859.97**	**859.97**	**-**	**859.97**	**-**
272	TAP Sesimic Grant	12/31/2025	14,000.00	**-**	**14,000.00**	**-**		**14,000.00**	**14,000.00**	**-**	**14,000.00**	**-**
290	Bus Replacement Fund		-	**87,316.04**	**347,857.48**		**140,002.00**	**575,175.52**	**416,146.00**	**-**	**416,146.00**	**159,029.52**
298	Nutrition Services Grants											
126	Breakfast After the Bell Equipment	6/30/2025	176.29		**176.29**	**(0.00)**		**176.29**	**176.29**		**176.29**	**(0.00)**
127	Fresh Fruit and Vegetable Program 24-25	9/30/2025	15,096.00	**-**	**3,732.90**			**3,732.90**	**3,732.90**	**-**	**3,732.90**	**-**
128	Kitchen Design		10,000.00		**10,000.00**	**-**		**10,000.00**	**10,000.00**	**-**	**10,000.00**	**-**
299	Nutrition Services		-	**-**	**142,432.31**	**1,774.00**	**54,881.69**	**199,088.00**	**199,088.00**	**-**	**199,088.00**	**-**
	TOTAL			**167,456.49**	**1,774,755.31**	**1,774.00**	**196,408.49**	**2,140,394.29**	**1,903,003.65**	**-**	**1,903,003.65**	**237,390.64**

Participation

Month	Days Service	Eligible Students	Participation		Avg per Day		Participation Percentage	
			Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
Aug	4	168	445	401	111.25	100.25	66.2%	59.7%
Sept	17	170	1995	1866	117.35	109.76	69.0%	64.6%
Oct	19	170	2136	2135	112.42	112.37	66.1%	66.1%
Nov	15	170	1706	1617	113.73	107.80	66.9%	63.4%
Dec	12	169	1322	1320	110.17	110.00	65.2%	65.1%
Jan	14	172	1668	1623	119.14	115.93	69.3%	67.4%
Feb	14	171	1531	1,563	109.36	111.64	64.0%	65.3%
Mar	13	169	1454	1,482	111.85	114.00	66.2%	67.5%
April	18	168	1940	2,008	107.78	111.56	64.2%	66.4%
May	16	167	1695	1,822	105.94	113.88	63.4%	68.2%
June	8	164	804	886	100.5	110.75	61.3%	67.5%
Total/Average	150	168.9090909	16,696	16,723	111.31	111.49	65.9%	66.0%

24-25 Financial Projection - Food Service Program
As of June 30, 2025 (Unaudited)

Account	Description	Budget	YTD	Projected	Total
Revenue					
299.0000.1610.000.000.000	Daily Sales -Adult Sales	$ 4,500.00	$ 1,788.45	$ -	$ 1,788.45
299.0000.3102.000.000.000	State School Fund - School Lunch Match	-	895.70		$ 895.70
299.0000.3299.000.000.121	State: Breakfast	4,500.00	1,798.30	647.74	2,446.04
299.0000.3299.000.000.122	State: Lunch	7,300.00	2,883.19	1,126.26	4,009.45
299.0000.4500.000.000.000	NSLP USDA Entitlement	-	-		$ -
299.0000.4500.000.000.123	SNP: Breakfast	58,000.00	40,152.90	-	40,152.90
299.0000.4500.000.000.124	SNP: Lunch	68,201.00	76,724.60	-	76,724.60
299.0000.4500.000.000.124	Supply Chain		9,632.37		9,632.37
299.0000.4910.000.000.000	Federal Commodities	1,000.00	8,556.80		8,556.80
	Total Revenue	$ 143,501.00	$ 142,432.31	$ 1,774.00	$ 144,206.31
Expenditures		**Budget**	**YTD**	**Encumbered**	**Total**
299.3100.0112.000.000.000	Classified Salaries	$ 50,105.00	$ 46,428.31	$ -	$ 46,428.31
299.3100.0122.000.000.000	Substitutes - Classified	-	3,761.16	-	3,761.16
299.3100.0132.000.000.000	Additional Salary - Classified	1,200.00	589.69	-	589.69
299.3100.0211.000.000.000	Employer Contrib PERS	12,841.00	12,709.98	-	12,709.98
299.3100.0212.000.000.000	Employee Contribution Pick-Up	3,078.00	3,046.73	-	3,046.73
299.3100.0220.000.000.000	Social Sec/Medicare	3,925.00	3,884.68	-	3,884.68
299.3100.0231.000.000.000	Worker's Compensation	1,183.00	1,250.04	-	1,250.04
299.3100.0232.000.000.000	Unemployment Compensation	8,627.00	1,799.19	-	1,799.19
299.3100.0233.000.000.000	PFMLI	205.00	203.13	-	203.13
299.3100.0242.000.000.000	Group Health Insurance	32,400.00	21,548.40	-	21,548.40
299.3100.0342.000.000.000	Travel, Out of District	-	1,638.06	-	1,638.06
299.3100.0380.000.000.000	Non-instructional Professional and Technical Servi	2,000.00	1,299.00	-	1,299.00
299.3100.0410.000.000.000	Consumable Supplies and Materials	1,000.00	645.05	-	645.05
299.3100.0413.000.000.000	Freight for Commodities	-	518.44	-	518.44
299.3100.0450.000.000.000	FOOD	96,342.00	50,673.22	-	50,673.22
299.3100.0451.000.000.000	Federal Commodities	10,000.00	8,556.80	-	8,556.80
299.3100.0460.000.000.000	Non-consumable Items	1,000.00	551.12	-	551.12
299.3100.0470.000.000.000	Computer Software (Meal Time)	-	1,135.00	-	1,135.00
299.3100.0541.000.000.000	Initial and Additional Equipment Purchase	5,000.00	-	-	-
299.3100.0640.000.000.000	Dues and Fees (Corvallis/MealTime)	38,000.00	38,850.00	-	38,850.00
	Total Expenses	266,906.00	199,088.00	-	199,088.00
	Net Profit/Loss	(123,405.00)	(56,655.69)	1,774.00	(54,881.69)
Other Income					
299.0000.5200.000.000.000	Interfund Transfers	123,405.00	-	54,881.69	54,881.69
299.0000.5400.000.000.000	Resources - Beginning Fund Balance	-	-	-	-
	Total Other Uses	123,405.00	-	54,881.69	54,881.69
	Ending Fund Balance	**$ -**	**$ (56,655.69)**	**$ 56,655.69**	**$ -**

299 - Food Service Program

Analysis per Meal

	Meals Served	Total	Costs per Meal	%
State Reimb per meal				
Adult Sales	421	$ 1,788.45	$ 4.25	
Breakfast	16,696	42,598.94	$ 2.55	
Lunch	16,723	80,734.05	4.83	
Other Sources		$ 10,528.07		
Federal Commodities		8,556.80		
Total Revenue	33,840	$ 144,206.31	$ 4.26	
Payroll Costs		$ 95,221.31	$ 2.81	47.8%
Food Costs		50,673.22	1.50	25.5%
Federal Commodities		8,556.80	0.25	4.3%
Fees		38,850.00	1.15	19.6%
Other		5,786.67	0.17	2.9%
Total Costs		$ 199,088.00	$ 5.88	100%
Net Loss		**$ (54,881.69)**	**$ (1.62)**	

DEBT SERVICE
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

			BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES								
1111		CURRENT YEAR'S TAXES	**$ 94,940.00**	$ 97,980.25	**-**	**97,980.25**	**3,040.25**	
1112		PRIOR YEAR'S TAXES	**500.00**	24.56		**24.56**	**(475.44)**	
1190		OTHER TAXES	**100.00**	149.34		**149.34**	**49.34**	
1510		INTEREST EARNINGS	**-**	3,334.89		**3,334.89**	**3,334.89**	
5400		BEGINNING FUND BALANCE	**22,392.00**	29,106.43		**29,106.43**	**6,714.43**	
		TOTAL INSTRUCTION	**117,932.00**	**130,595.47**	**-**	**130,595.47**	**12,663.47**	
EXPENDITURES								
5110		Long-Term Debt Service						
5110	610	Redemption of Principal	**35,000.00**	**35,000.00**	**-**	**35,000.00**	**-**	
5110	621	Regular Interest	**61,050.00**	**61,050.00**	**-**	**61,050.00**	**-**	
7000		Unappropriated Ending Fund Balance	**21,882.00**	**-**	**-**	**-**	**21,882.00**	
		TOTAL EXPENDITURES	**117,932.00**	**96,050.00**	**-**	**96,050.00**	**21,882.00**	**81.45%**
PROJECTED ENDING FUND BALANCE			**$ -**	**$ 34,545.47**	**$ -**	**$ 34,545.47**	**$ 34,545.47**	

CAPITAL PROJECTS (400)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ -**	$ 14,203.13		**14,203.13**	**(14,203.13)**	
5200	Transfer from General Fund	**700,000.00**	140,000.00		**140,000.00**	**560,000.00**	
5400	Beginning Fund Balance	**274,748.00**	282,454.52		**282,454.52**	**(7,706.52)**	
	TOTAL INSTRUCTION	**974,748.00**	**436,657.65**	**-**	**436,657.65**	**538,090.35**	
EXPENDITURES							
4150	Building Improvement	**974,748.00**	**60,056.65**	**-**	**60,056.65**	**914,691.35**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**974,748.00**	**60,056.65**	**-**	**60,056.65**	**914,691.35**	**6.16%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 376,601.00**	**$ -**	**$ 376,601.00**	**$ 376,601.00**	

BOND 2021 AND OSCIM GRANT (410)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ 12,000.00**	$ 9,837.32		**9,837.32**	**(2,162.68)**	
3299	State Grant	**500,000.00**	365,780.04	**-**	**365,780.04**	**(134,219.96)**	
5400	Beginning Fund Balance	**888,000.00**	1,194,155.91		**1,194,155.91**	**306,155.91**	
	TOTAL INSTRUCTION	**1,400,000.00**	**1,569,773.27**	**-**	**1,569,773.27**	**169,773.27**	
EXPENDITURES							
4150	Building Improvement	**1,400,000.00**	**1,518,837.66**	**-**	**1,518,837.66**	**(118,837.66)**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**1,400,000.00**	**1,518,837.66**	**-**	**1,518,837.66**	**(118,837.66)**	**108.49%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 50,935.61**	**$ -**	**$ 50,935.61**	**$ 50,935.61**	

SEISMIC REHABILITATION GRANT (430)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ -		-	-	
3299	State Grant	2,480,080.00	645,086.00	1,834,994.00	2,480,080.00	-	
5200	Transfer from General Fund	-	560,000.00		560,000.00	560,000.00	
	TOTAL INSTRUCTION	2,480,080.00	1,205,086.00	1,834,994.00	3,040,080.00	560,000.00	
EXPENDITURES							
4150	Building Improvement	2,480,080.00	673,709.68	-	673,709.68	1,806,370.32	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	2,480,080.00	673,709.68	-	673,709.68	1,806,370.32	27.16%
PROJECTED ENDING FUND BALANCE		$ -	$ 531,376.32	$ 1,834,994.00	$ 2,366,370.32	$ 2,366,370.32	

INTERNAL SERVICES
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2024-25
As of June 30, 2025

UNEMPLOYMENT RESERVE

UNEMPLOYMENT RESERVE		BUDGET	ACTUAL 6/30/2025	ENCUMBERED	TOTAL	FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ 5,054.50		5,054.50	5,054.50	
1970	Services Provided Other Funds	183,679.00	186,638.85		186,638.85	2,959.85	
5400	Beginning Fund Balance	-	-		-	-	
	TOTAL INSTRUCTION	183,679.00	191,693.35	-	191,693.35	8,014.35	
EXPENDITURES							
2640	Unemployment	183,679.00	10,532.83	-	10,532.83	173,146.17	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	183,679.00	10,532.83	-	10,532.83	173,146.17	5.73%
PROJECTED ENDING FUND BALANCE		$ -	$ 181,160.52	$ -	$ 181,160.52	$ 181,160.52	

PERS RESERVE

		BUDGET	ACTUAL 6/30/2025	ENCUMBERED	TOTAL	FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ 605.08		605.08	605.08	
1970	Services Provided Other Funds	-	32,375.45		32,375.45	32,375.45	
5400	Beginning Fund Balance	-	-		-	-	
	TOTAL INSTRUCTION	-	32,980.53	-	32,980.53	32,980.53	
EXPENDITURES							
2640	PERS	-	-	-	-	-	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	-	-	-	-	-	
PROJECTED ENDING FUND BALANCE		$ -	$ 32,980.53	$ -	$ 32,980.53	$ 32,980.53	

d. Seismic Construction Report

Alsea School District
Construction Manager's Report

Report Date: August 5, 2025

GENERAL OVERVIEW

The Seismic Renovation to the gym, locker rooms, stage, staff room and admin area is proceeding with demolition completed and construction activities in full swing. The contractor's focus is on finishing interior spaces first so the school can resume on-schedule September 2nd. Roof replacement and other exterior renovations are scheduled for completion by the end of August but may be extended without impacting school operations if necessary.

The Fire Alarm Replacement work is also progressing throughout the school with projected completion in late August for an operational system by the time school resumes. This work is being coordinated with the Seismic Renovation in affected areas.

BUDGET

The updated budget summaries for the various projects are provided below with comments for each.

Seismic Renovation

The updated budget summary for the Seismic Renovation project is provided below. Change requests totaling $33k were approved in early August for new stage flooring, admin flooring and roof abatement. To date, 52% of the committed costs have been spent.

Alsea School Gym Seismic Project Budget Summary - Updated August 5, 2025

Income

	Original Budget	Current Budget	Actual Income To-Date	Notes
Seismic Grant	$ 2,480,000.00	$ 2,480,000.00	$ 2,480,000.00	Grant awarded June 2024
Additional Funds	$ -	$ 560,000.00	$ 560,000.00	Addition funds authorized by Board April 15 and May 19.
Totals	**$ 2,480,000.00**	**$ 3,040,000.00**	**$ 3,040,000.00**	

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 1,800,000.00	$ 2,432,742.00	$ 2,432,742.00	$ 1,071,330.07	Costs for construction contractors
Design Fees	$ 300,000.00	$ 319,013.50	$ 319,013.50	$ 265,372.96	Fees for architect & engineer
Consultant Fees	$ 60,000.00	$ 74,676.08	$ 74,676.08	$ 54,219.78	Fees for geotech, matl testing and special inspections
Project Management	$ 111,600.00	$ 111,600.00	$ 111,600.00	$ 95,532.00	IMS not-to-exceed fee
Permits & Fees	$ 20,000.00	$ 53,807.12	$ 53,807.12	$ 53,807.12	Jurisdiction fees, BR insurance, BOLI
Other Project Costs	$ 1,000.00	$ 1,860.08	$ 1,860.08	$ 1,860.08	Advertsing & other miscellaneous
Owner's Contingency	$ 187,400.00	$ 46,301.22	NA	NA	For unforeseen costs based on available funds
Totals	**$ 2,480,000.00**	**$ 3,040,000.00**	**$ 2,993,698.78**	**$ 1,542,122.01**	

INTEGRITY MANAGEMENT SOLUTIONS LLC
18525 Van Horn Road, Alsea, Oregon 97324
(541) 452-1919 (541) 760-5885

Fire Alarm Replacement

The budget summary for the Fire Alarm Replacement project is provided below. No new committed costs have been added. To date, 22% of the committed costs have been spent.

Alsea School Fire Alarm Project Budget Summary - Updated August 1, 2025

Income

	Original Budget	Current Budget	Actual Income To-Date	Notes
General Funds	$ 200,000.00	$ 200,000.00	$ 200,000.00	Funds approved by Board 11/24.
Remaining Bond Project Funds		$ 58,206.66	$ 58,206.66	Fund allocation proposed to Board 4/25.
Totals	**$ 200,000.00**	**$ 258,206.66**	**$ 258,206.66**	

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 200,000.00	$ 237,956.66	$ 237,956.66	$ 46,035.66	Costs for construction contractors
Design Fees			$ -	$ -	Design included in SFA contract.
Consultant Fees			$ -	$ -	None expected
Project Management		$ 20,000.00	$ 20,000.00	$ 10,981.00	IMS not-to-exceed fee
Permits & Fees		$ 557.60	$ 557.60	$ 557.60	Jurisdiction fees in construction contracts
Other Project Costs			$ -	$ -	None expected.
Owner's Contingency			NA	NA	
Totals	**$ 200,000.00**	**$ 258,514.26**	**$ 258,514.26**	**$ 57,574.26**	

SCHEDULE

Seismic Renovation

New structural framing has been completed and new structural sheathing is proceeding. Electrical and plumbing changes are nearing completion. Drywall is beginning and painting will start next week. All interior areas should be ready for turn-over to the District for cleaning by August 25.

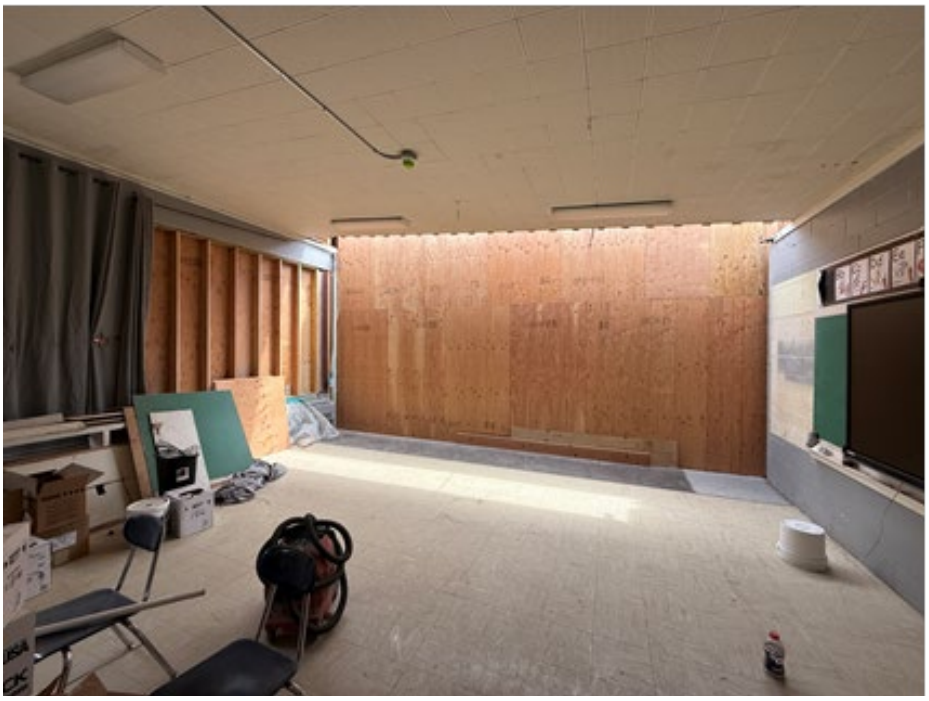
Fire Alarm Replacement

Salem Fire Alarm is working in all areas of the school buildings installing conduit and cable. Completion is expected by August 25 with system testing and certification that week so the system is operational by August 29.

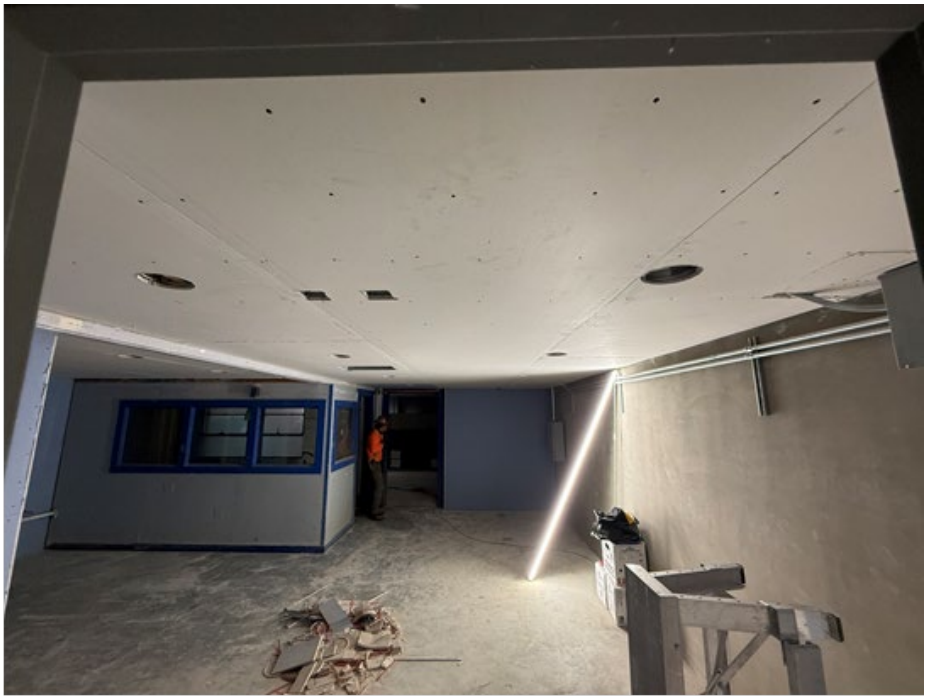
PROJECT-SPECIFIC ACTIVITY

Seismic Renovation

Structural framing has been completed and structural sheathing is progressing.



Drywall installation has begun in the locker rooms.



Locker room shower lighting and plumbing have been completed and rooms are ready for finishes to be installed.



Seismic joints on both sides of the gym have been framed for final joint closures.



Concrete has been completed on the exterior wall of the gym and is ready for erection of steel wall.



Fire Alarm Replacement

Conduit and cable are being installed. Many areas will be surface-mounted. Conduit will be installed behind new finishes in areas of the seismic renovation.

COMMUNICATIONS

IMS monthly reports are being provided to the School Board and the new Superintendent.

An article was submitted for the August edition of the Alsea Valley Voice.

5. **New Business**
a. Approve Evaluation Standards and Process
b. Superintendent Goals

Ms. Knudson's Goals & Action Plan

2025–2026 School Year

1. Strengthen School-Community Relationships

Goal:
By June 2026, implement a comprehensive engagement plan including four district-wide events, quarterly surveys, and consistent communication to increase family participation by 30% and improve student attendance and achievement by 10%.

Action Steps:

- Establish Community Engagement Team
- Host 4+ annual events (Visit with the Super, Open House, Family Nights, Literacy Event)
- Send monthly newsletters and digital updates and student co-developed podcast.
- Launch bi-annual parent/student feedback surveys.
- Partner with local organizations to support families.
- Monitor attendance and academic data quarterly + celebrate monthly.

---

2. Build RTI Systems for Reading & Math through PLCs

Goal:
By May 2026, implement a district-wide RTI framework with embedded PLC collaboration and data use, leading to improved intervention growth in 80% of student body.

Action Steps:

- From RTI Leadership Team
- Train staff on RTI processes and tools
- Use PLCs to review data and adjust interventions.
- Implement consistent progress monitoring tools and analysis protocol.
- Conduct fidelity checks and coaching cycles (Learning walks)
- Review data each quarter through Core Review to adjust practices.

---

3. Grow Instructional Capacity for Tiered Learning

Goal:
By December 2025, deliver PD and coaching for teachers on trauma-informed instruction and centers-based instruction aligned to Tiers 1, 2, and 3, with 100% of classrooms showing tiered learning by Spring 2026.

Action Steps:

- Identify and support lead teachers/coaches.
- Develop model lessons and instructional examples.
- Provide staged PD sessions and coaching cycles.
- Schedule peer walkthroughs and collaborative planning (Learning Walks + PLC).
- Ensure access to materials and tech for centers.
- Track progress through classroom observations.

---

4. Cultivate Vibrant Student Culture to Grow Enrollment

Goal:
By August 2026, create a district-wide student culture framework to enhance belonging, wellness, and engagement, increasing satisfaction survey scores by 20%, reducing discipline referrals by 25%, and growing enrollment by 10%.

Action Steps:

- Design student culture framework with stakeholder input (student voice surveys + leadership meetings)
- Launch student leadership and voice initiatives.
- Expand enrichment and CTE offerings based on YouScience and survey data.
- Train staff in TSEL, restorative practices, and trauma-informed approaches.
- Promote student stories and district strengths through student-generated podcasts.
- Track discipline, enrollment, and student feedback within Intervention Team monitoring/monthly meetings.

c. Board Operating Agreement and Superintendent Governance

Leadership Operating Agreement

The Board of Directors is the educational policymaking body for Alsea School District. To effectively meet the system's challenges, the School Board, its members, and the Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

How We Communicate

1. Respectful and timely communication is the norm between the superintendent and the board. The leadership team works together to have a united voice when addressing the community and advocating for families.
2. Effective and transparent collaboration between the superintendent and all board members is fostered, encouraging open dialogue, and creativity.
3. The leadership team handles interpersonal issues privately and constructively. Board members refer operational issues to the superintendent. The board is kept apprised of district operations through regular update emails and phone calls or text messages for emergencies.

Commented [RF1]: What does the superintendent want this to look like?

How We Meet

4. The board concentrates on the governance role, stewarding the district vision and goals, and tracking district progress while leaving district operations to the superintendent.
5. The board prioritizes discussions and actions that focus on the needs, well-being, and achievement of students, avoiding small talk and personal agendas. All board actions and policies align with the goal of enhancing student learning and success.
6. Meetings are punctual, student-focused, efficient, and effective. The board consistently sticks to the business at hand and members arrive prepared, having read the information well ahead of time.
7. Board members exhibit, expect, and ensure respectful behavior, maintaining a courteous atmosphere during discussions, taking turns during discussions, and promoting equal participation and fairness.
8. Board members appreciate the input of the superintendent and staff. The board actively cultivates trust with staff through enthusiastic engagement, demonstrating authentic interest, and ensuring educators are heard and supported.

Expectations of the School Board

9. The board establishes and stewards the vision of what is possible for Alsea students and sets audacious goals for success that are aligned with the needs of children, families, and the community.

10. Work as a leadership team with the superintendent, praising in public and addressing concerns in private. Act as a think tank for the superintendent, asking hard questions and working collaboratively.

11. Recognize and trust the superintendent as the board's sole employee, and the instructional and operational leader of the district, delegating the management of all district staff to them.

12. Set clear expectations for district and student performance, monitor district progress using data, and operationalize the board's governance through the development of district policies.

13. In collaboration with the superintendent and district staff, set priorities for the district and allocate adequate resources to meet the needs of every student.

14. During board meetings, members may propose topics for future agenda items. These suggestions will be considered for inclusion based on board consensus, ensuring that all voices are heard and that the superintendent's time and resources are aligned with the priorities of the majority.

Expectations of Board Officers

14. Keep the board organized and structured, ensuring meetings are focused on students by creating timely and effective meeting agendas.

15. Facilitate discussions of the board gracefully, always focusing on the best interests of the students, staff, and the community.

16. Prioritize consistency in communication and actions to avoid surprises within the board. Remind the board of important tasks and events to ensure they stay on track and meet their responsibilities consistently.

17. Model clear and unbiased communication while also expecting it from fellow board members. Manage interpersonal problems within the board, addressing them as needed, outside of board business.

Expectations of the Superintendent

18. Lead the school district and operationalize the district's vision. Implement district goals and prioritize children's needs, always putting children first.

19. Provide complete but concise communication with the board, keeping them informed and advising them on important matters, ensuring there are no surprises. Provide oversight of district

operations, ensuring compliance with education law and policies.

20. Foster collaboration by seeking input from the board, bouncing ideas off them, and asking questions of colleagues.

21. Act as a positive role model and promote a child-centered approach, focusing on improving academic performance within the district. Create an inclusive environment and an inspired staff of educators that supports the educational needs of all students.

6. **Old Business**
7. **First Reading *(Shaded words are new/strikethroughs are deleted)**

a. GBC - Staff Ethics

Alsea School District 7J

Code: **GBC**
Adopted: 5/11/16
Revised/Readopted: 2/09/23
Orig. Code(s): GBC

Staff Ethics

I. Prohibited Use of Official Position for Financial Gain

No district employee will attempt to use their district position to obtain financial gain or avoidance of financial detriment for themselves, relatives, members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the $50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

In some instances, staff licenses or certifications are paid for by the district (i.e. CDL, Type 10/Type 20 license, food handler's license, teaching or substitute license, administrative license, business or contractor's license, coaching certifications). Staff members are authorized to use these licenses and certifications outside of their district work contract to their financial benefit.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;

2. Any device, publication or any other item developed during the employee's paid time shall be district property;

3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;

4. No district employee may serve as a Board or budget committee member in the district;

5. An employee will not perform any duties related to an outside job during r regular working hours or during the additional time that they need to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;

6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If a district employee has a potential or actual conflict of interest, the district employee must notify their supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict. This must be done on each occasion the district employee is met with a conflict of interest.

"Potential conflict of interest" means any action or any decision or recommendation by a district employee that could result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.

"Actual conflict of interest" means any action or any decision or recommendation by a district employee that would result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.

In order to avoid violation of nepotism provisions and district policy, district employees must abide by the following when an employee's relative or member of the household of the district employee, is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the employee complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;

2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;

3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

   "Member *of* household" means any person who resides with the employee.

4. "Relative" means: the spouse[1], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits[2] to the employee, or who receives any benefit from the employee's public employment.

[1] The term spouse includes domestic partner.

[2] Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift -related provisions apply to the employee, their relatives, and members of their household. The $50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to $50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the $50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

1. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

    a. "Relative" means: the spouse[3], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits[4] to the employee, or who receives any benefit from the employee's public employment.

2. "Member of the household" means any person who resides with the employee.

Determining the Source of Gifts

Employees, the employee's relatives or members of the employee's household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. If the giver does not have a legislative or administrative interest, the $50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A "decision" means an act that commits the district to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a

[3] Ibid. p. 2

[4] Ibid. p. 3

subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a decision.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

   For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the employee is $25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the employee.

3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50), unless the personalized item is made from gold or some other valuable material that would have value over $25 as a raw material.

Entertainment

Employees may not solicit or accept any gifts of entertainment over $50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The employee is acting in their official capacity for a ceremonial purpose.

   Entertainment is ceremonial when an employee appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from relatives and members of the household to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

2. Informational or program material, publications, or subscriptions related to the recipient's performance of official duties;

3. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions.

   a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee's official capacity, for certain limited purposes:

      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

         (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

            (i) The giver is a unit of a:

               1) Federal, state, or local government;
               2) An Oregon or federally recognized Native American Tribe; OR
               3) Nonprofit corporation.

         (b) The employee is representing the district:

            (i) On an officially sanctioned trade-promotion or fact-finding mission; OR

(ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.

(2) The purpose of the exception in a. above is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

"Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;

7. An item received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's district employment;

8. Reasonable expenses paid to employee for accompanying students on an educational trip.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

Legal Reference(s):

ORS 244.010 - 244.400
ORS 332.016
ORS 659A.309
OAR 199-005-0001 - 199-020-0020
OAR 584-020-0040

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

b. GBC-AR - Staff Ethics

Alsea School District 7J

Code: GBC-AR
Revised/Reviewed: 5/13/21; 2/09/23
Orig. Code(s): GBC-AR

Staff Ethics

District employees are allowed financial benefits as identified in Oregon Revised Statute (ORS) 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use their district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:

   a. Fax machine[1];
   b. Phones to make long distance personal calls;
   c. District vehicles;
   d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
   e. Athletic facilities (e.g., pool or weight room).

   Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to sell products on an auction website during school hours.

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).

3. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.

4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal items. Teachers may use the discount to purchase items for district use. Employees can also accept

[1] The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). In order to promote employee participation in extracurricular activities, the district may include free passes in employees' official compensation packages or employees may be reimbursed by the district for the cost of admission.

6. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which, the employee, a relative or member of the employee's household are associated. For example, if the employee's sibling owns a pest-control business which is seeking a contract with the district, and the employee is part of the decision-making process, the employee must declare an actual conflict of interest in writing, describing the nature of the employee's conflict, and provide this to the employee's supervisor.

7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the employee's household or a business with which any are associated. For example, the employee should not use the information that a student in class is falling behind in math to provide the parents a referral to the employee's sister's tutoring business.

8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.

9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy. It is not an ethics violation for the employee to accept reasonable expenses for accompanying students on an education trip.

   These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board.

c. JFCEB - Personal Electronic Devices and Social Media

Alsea School District 7J

Code: **JFCEB**
Adopted: 6/08/16
Revised/Readopted: 4/13/23
Orig. Code(s): JFCEB

Personal Electronic Devices and Social Media**

(Student may possess a personal electronic device with certain restrictions)

Student possession or use of personal electronic devices on district property, in district facilities during the school instructional day and while the student is in attendance at district-sponsored activities are subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

"Independent communication" means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off and securely stored during instructional class time or at any other time where such use of the device would cause a disruption of school activities and the student learning process. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district learning time.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student's individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy[1]. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 336.840

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2017).

[1] The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

d. JFCEB-AR - Personal Electronic Devices and Social Media

Alsea School District 7J

Code: **JFCEB-AR**
Revised/Reviewed: 6/08/16; 4/13/23
Orig. Code(s): JFCEB-AR

Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;[1]

2. Personal electronic devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee;

3. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;

4. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education program (IEP) or if permission is received from the student's teacher;

5. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;

6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;

7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;

8. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;

9. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

[1] The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

8. **Second Reading**

a. GBN / JBA - Sexual Harassment

Alsea School District 7J

Code: GBN/JBA
Adopted: 2/09/23
Revised/Readopted: 5/16/24

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* 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.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[1] 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.

3. Assault when sexual contact occurs without consent[2].

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

[1] "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.

[2] "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.

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, 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):

Name	Position	Phone	Email
Joe Harris	HS Principal/AD	541-487-4305	joe.harris@alsea.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *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:

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 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.

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;

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.

Notice

When a person[3] 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;

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 include[4]:

1. Name and contact information for all person 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

[3] 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.

[4] Remember confidentiality laws when providing any information.

or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

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

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

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 activity[5];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

[5] "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))

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 HS Principal is designated as the Title IX Coordinator and can be contacted at 541-487-4305. 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.

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.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] 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.[9]

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[6] (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.

[7] (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.[7] 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))

[8] 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).

[9] The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

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.[10] 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.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary[11], or both.

No Retaliation

Neither the district or any person may retaliate[12] 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 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

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[10] 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))

[11] Of the United States Department of Education.

[12] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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).

Cross Reference(s):

AC - Nondiscrimination
ACB - Every Student Belongs
GBNA - Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing – Staff
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements
JBA/GBN - Sexual Harassment
JFCF - Hazing ,Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, Domestic Violence – Student
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements

b. IIBG - Responsible Use of Technology

Code: IIBG
Adopted:

Responsible Use of Technology

The Board believes access to technology should be equitable for all students, differentiated to meet varied student needs, and utilized and promoted in a transformational manner that enhances academic achievement. The District shall guide the responsible use of technology including, but not limited to, generative artificial intelligence and other technologies, and shall outline best practices for technology use. The Board encourages staff to responsibly integrate technology into instruction in a manner that promotes student engagement, future readiness, innovation, and expanded learning opportunities.

The Board authorizes the superintendent to develop and implement administrative regulations governing how and when technology use is allowed or disallowed. Such procedures will protect appropriate staff and student use of technology and encourage equitable opportunities for learning about and experiencing technology.

The superintendent implements this policy by developing and implementing procedures listed in IIBG-AR.

END OF POLICY

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c. IIBG-AR - Responsible Use of Technology

Code: IIBG-AR
Adopted:

Responsible Use of Technology

Definitions

Technology: Any digital tool or mechanical system designed to enhance tasks, communication, or learning experiences.

Universal Design for Learning (UDL): A framework for flexible learning environments where all students can access, engage with, and express their knowledge and skills in diverse and varied ways.

Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.[1]

Generative AI: The class of AI models that emulate the structure and characteristics of input data to generate derived synthetic content.[2]

Technology-Generated Material: Texts, images, audio files, videos, and other material produced by artificial intelligence or other technologies.

Deepfake: Highly realistic and manipulated media created using advanced technology such as artificial intelligence and machine learning.

Cheapfake: Manipulated media created using simple editing tools, with or without technology.

Purpose

The District enforces the administrative rules listed below so students and staff may be empowered to use technology in an innovative, informed, and equitable manner to support Board Policy ACB - Every Student Belongs.

Student Responsibilities

1. Student Technology Expectations:

    a. Use technology honestly, respectfully, and responsibly.
    b. Follow instructor guidance and classroom technology use agreements.
    c. Actively avoid using technology in a detrimental or dishonest manner.
    d. Follow the guidance listed in the District Student Rights and Responsibilities Handbook.

[1] Exec. Order 14110.2023
[2] Exec. Order 14110.2023

Shared Student, Staff, and Administrator Responsibilities

1. Manage Data Responsibly

    a. Keep full names, passwords, addresses, personal information, identification numbers, video and images of staff and students private.
    b. Review and adjust privacy settings.
    c. Report harmful and suspicious online activity such as unauthorized mimicry (deepfakes, etc.), cyberbullying, and phishing (false emails, etc.).

2. Conscious When Creating Content

    a. Avoid creating or generating inaccurate or inappropriate content in material.

3. Review Material for Accuracy and Bias

    a. Review material for accuracy and bias before sharing it or using it in research.

4. Honor Agreements

    a. Comply with product-specific usage agreements for all technologies used on campus on district-provided devices off campus.

5. Avoid Mimicry:

    a. Avoid creating material mimicking the likeness, voice, or copyrightable material of students, staff and others, such as deepfakes and cheapfakes, unless it is created ethically and transparently.

        (1) Mimicry regarding minors is prohibited unless there is clear educational value and parent/guardian permission is obtained in writing in advance.
        (2) Prior consent and post-generation approval shall be gathered in writing and kept on file if creating any type of material that could be considered mimicry.
        (3) Harmful or inappropriate mimicry is always prohibited, regardless of consent, and will invoke discipline from a school administrator.

Shared Staff and Administrator Responsibilities

1. Staff Technology Expectations
    a. Use technology equitably, inclusively, appropriately, and innovatively following district policies.
2. Classroom Technology Use Agreements:

    a. Create clear, classroom-specific technology expectations, include them in the course syllabus and student guides, and communicate them to students.

3. Select, Deselect and Mitigate Technology-Related Material

    a. Select, and deselect, technology product content and technology-generated material following the criteria and processes listed in District Policy IIA-AR(1) - Instructional Materials.

b. Mitigate biased, inaccurate, or potentially harmful content if it appears in technology, or technology-generated material, utilized or referenced in the classroom.

4. Planning for Student Technology Use

   a. Consult with the District Technology Director about the District's approved Digital Resource Menu before allowing or requiring students to use specific technology.
   b. Submit a written request to the District Technology Director for approval for student access to unlisted technology at school and on district-provided devices.
   c. Submit a written request to the Director of Technology if it appears as though a website or other technology is blocked unnecessarily.

5. Instructional Practices

   a. Integrate technology into instruction to enhance learning and increase opportunities for students to engage with and practice responsible technology use.
   b. Explicitly teach digital citizenship and media literacy skills at least twice per year, continuously reinforce digital citizenship concepts, and model best practices.
   c. Remind students to protect their personal and sensitive information regularly.
   d. Integrate differentiated instruction, collaboration, and productive discourse.
   e. Include Universal Design for Learning (UDL) scaffolds and supports to provide multilingual, multimodal, and accessible learning.
   f. Align lessons with district initiatives and International Society for Technology in Education (ISTE) standards.

6. Student Accommodations

   a. Honor student accommodations established by the student's Individualized Educational Plan (IEP) or 504 regarding using generative AI or other assistive technologies at all times.

School Administrator Responsibilities

1. Oversee Building Technology Use

   a. Direct, promote, and support learning opportunities and activities that integrate technology.
   b. Review and revise classroom technology agreements and guidance documents.
   c. Coordinate with the Director of Technology.

District Responsibilities

1. Oversight of the District Technology Program

   a. The Director of Technology will oversee, plan, and implement the initiatives listed in this document.
   b. The Director of Technology will review and approve technology use requests to ensure compliance with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), and other applicable regulations.
   c. The Director of Technology will negotiate Data Privacy Agreements or require and direct the gathering of parent/guardian permission for students' use of technology.

2. Access to Technology

    a. Provide access to technology that enhances educational experiences and choice-ready, future-ready preparedness, including innovative tools such as generative AI.
    b. Encourage and facilitate opportunities for students and staff to actively use technology so they may practice digital media and technological fluency.
    c. Avoid unnecessarily blocking appropriate technology resources.

3. Community Engagement

    a. Seek stakeholder input, including students, staff, and community, on technology use through surveys, focus groups, etc.
    b. Gather feedback and foster collaboration between schools, families, and community partners.

4. Professional Development

    a. Provide at least one technology-related professional development session per year for staff to guide and promote responsible, ethical, collaborative, and innovative technology use.

5. Monitoring Student Use

    a. Implement appropriate measures to monitor student use of technology resources, including district-provided devices and networks, to ensure compliance with this policy and applicable laws.

9. **Board Comments**
10. **Future Agenda Items**
11. **Key Dates**
    - **August 12 - In-Person Registration, 12:00-5:00 PM**
    - **August 13 - In-Person Registration, 5:00-7:00 PM**
    - **August 18-20 - Staff In-Service**
    - **August 21 - Teacher Work Day**
    - **September 1 - Labor Day**
    - **September 3 - Teacher Work Day**
    - **September 4 - First Day of School**
    - **September 8 - Regular School Board Meeting**
12. **Adjournment**