



Parkrose School District No. 3

10636 NE Prescott Street
Portland, Oregon 97220-2699
www.parkrose.k12.or.us

Agenda

Board of Education Virtual Working Session

Boardroom

10636 NE Prescott St
Portland, OR 97220

#Meeting_Date_long_weekday#
6:30 PM

1. Call to Order - Virtual Working Session - 6:30pm to 8:30pm

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2. Approve Agenda

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3. Public Comments

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4. Board Budget Monthly Update - 2310

¹The timelines may be extended upon written agreement between both parties.

²The timelines may be extended upon written agreement between both parties.

³The timelines may be extended upon written agreement between both parties.



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5. Superintendent Reports

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A. First Reading Board Policy

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1. DH - Bonded Employees and Officers

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B. Closure Update

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1. Work Share

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2. Governor's Reopening Framework

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3. ODE Guidance

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C. Middle School Semester Schedule

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6. Reading of Public Comments

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7. Action Items

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8. Discussion/Future Agenda Items (8 minutes)

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9. Correspondence/Announcements (2 minutes)

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A. Upcoming Virtual Meetings

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1. Board Business Meeting, Tuesday, May 26, 2020 PSD Boardroom, 6:30pm

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2. Board Working Session, Monday, June 8, 2020 PSD Boardroom, 6:30pm

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B. Upcoming Virtual Budget Meetings

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1. 1st Budget Organizational Committee Meeting, Wednesday, May 13, 2020, 6:30pm

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2. 2nd Budget Committee Meeting, Wednesday, May 27, 2020, 6:30pm

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3. 3rd (if needed) Budget Committee Meeting, Wednesday, June 3, 2020, 6:30pm

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10. Adjournment

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Parkrose School District Board meetings are held in accordance with open meeting laws and with accessibility requirements. If accommodations for individuals with disabilities or for groups exceed boardroom capacity are required, please contact Board Secretary Andrea Stevenson at least two full business days prior to the Board meeting. Contact phone: (503)408-2114 Contact e-mail: andrea_stevenson@parkrose.k12.or.us Contact address: 10636 NE Prescott Street, Portland, Oregon 97220-2699

Parkrose School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates.

Full policies and complaint forms can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us.

Persons having questions about civil rights, equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services at julie_sams@parkrose.k12.or.us or 503-408-2118.

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Code: BDDH-AR
Adopted: 10/23/95
Revised: 1/30/13

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Time is set aside on the Board's meeting agenda for Citizen Comments at Regular Board Business meetings. The purpose of this specified time frame is to encourage public involvement in its school district and at the same time allow enough time for the Board to conduct the necessary business for which it is legally responsible.
2. A group of visitors with a common purpose should designate a spokesperson for the group.
3. Discussion or presentation concerning a published agenda item, other than announced items, is limited to its designated place on the agenda, unless otherwise authorized by the chair.
4. A visitor may introduce a topic not on the published agenda. However, the Board of Education, at its discretion, may require that a proposal, inquiry, or request be submitted in writing and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.
5. At the discretion of the Board chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the board secretary on a citizen comment card prior to the meeting. This will help the chair provide adequate time for each agenda item and remain within the established time frame.
6. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic to ensure compliance with the established time frame.
7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every Board meeting agenda.



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Code: **KL**
Adopted: 10/23/95
Revised: 12.11.17

Public Complaints* (Version 4)

Board members recognize that complaints about schools may be voiced by employees, students, parents and community members from time-to-time. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student or a student's parent or guardian who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be made to the superintendent or designee.

A person may initiate a complaint by discussing the matter with the appropriate administrator. That administrator shall attempt to resolve the complaint or identify the reasons for not resolving the issue. In the event a complaint is not resolved within 10 working days at the building level, the complainant may file a written complaint with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. Any written complaint bearing the signature of a complainant, and which is presented to the Board, may be considered by the entire Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's or designee's decision is final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the administrator.²⁵

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

Complaints against the principal may be filed with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The

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written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. Once the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

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

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

The final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), ORS 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in OAR 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

Legal Reference(s):

PARKROSE SCHOOL BOARD 2019-20 MONTHLY FINANCIAL STATEMENTS
Apr-20

FUND	FUNCTION	OBJECT	LOCATION	Description	Budget	YTD Transactions	Encumbrance	Balance
100	2310	130	130	BOARD OF EDUCATION - Additional Salary	\$ -	\$ 140.00	\$ -	\$ (140.00) (1)
100	2310	211	130	BOARD OF EDUCATION - PERS - EMPLOYER CONTRIBUTION	\$ -	\$ 28.60	\$ -	\$ (28.60) (1)
100	2310	212	130	BOARD OF EDUCATION - PERS - EMPLOYER PICKUP	\$ -	\$ 8.40	\$ -	\$ (8.40) (1)
100	2310	221	130	BOARD OF EDUCATION - SOCIAL SECURITY	\$ -	\$ 10.73	\$ -	\$ (10.73) (1)
100	2310	231	130	BOARD OF EDUCATION - WORKERS COMPENSATION	\$ -	\$ 0.58	\$ -	\$ (0.58) (1)
100	2310	232	130	BOARD OF EDUCATION - UNEMPLOYEMENT	\$ -	\$ 0.39	\$ -	\$ (0.39) (1)
100	2310	319	130	BOARD OF EDUCATION - Other Inst, Prof & Tech Svcs	\$ 500.00	\$ -	\$ -	\$ 500.00
100	2310	342	130	BOARD OF EDUCATION - Travel, Out Of District	\$ 2,000.00	\$ 982.06	\$ -	\$ 1,017.94 (a,b)
100	2310	353	130	BOARD OF EDUCATION - Postage	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
100	2310	354	130	BOARD OF EDUCATION - Advertising	\$ 5,000.00	\$ 304.58	\$ -	\$ 4,695.42 (a)
100	2310	355	130	BOARD OF EDUCATION - Printing and Binding	\$ 250.00	\$ 26.40	\$ -	\$ 223.60 (a)
100	2310	384	130	BOARD OF EDUCATION - Negotiation Services	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
100	2310	388	130	BOARD OF EDUCATION - Election Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
100	2310	410	130	BOARD OF EDUCATION-Consumable Supplies & Materials (1)	\$ 400.00	\$ 399.57	\$ -	\$ 0.43 (a)
100	2310	641	130	BOARD OF EDUCATION - Dues and Fees	\$ 9,300.00	\$ 11,892.75	\$ -	\$ (2,592.75) (a,b)
					\$ 27,950.00	\$ 13,794.06	\$ -	\$ 14,155.94

(1) These charges for Additional salary & respective fringe will be moved to Supt budget \$188.70 via a journal entry.

(a) - See Exp's Paid to Date Detail tab for listing of expenses to date.

(b) - See List of Outstanding Encumbrance tab for listing of open purchase orders

**LISTING OF ALL EXPENSES PAID TO DATE FOR FY 2019-20 - BOARD OF EDUCATION
4/30/20**

ADDITIONAL SALARY PLUS BENEFITS

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
Period 5 & 6	Payroll JE	100.2310.0130-0232.130.000.000	Cost of Additional Salary for a staff member who filled in for Principal <i>(Journal Entry will be done to move to Supt budget line 100.2321.0130-0232.130.000.000)</i>	\$ 188.70	\$ -	
				\$ 188.70		

TRAVEL - OUT OF DISTRICT

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
7/1/2019	PERDIEMJUL19	100.2310.0342.130.000.000	Ashley Brassea	\$ 115.00	\$ -	
7/2/2019	PERDIEMJUL19	100.2310.0342.130.000.000	Sonja McKenzie	\$ 115.00	\$ -	
9/1/2019	0719VISA	100.2310.0342.130.000.000	Sonja Room Charge & Ashley Room Charge Summer Retreat	\$ 635.06		US Bank
11/1/2019	PERDIEM19	100.2310.0342.130.000.000	Sonja McKenzie	\$ 50.00		
11/1/2019	PERDIEM19	100.2310.0342.130.000.000	Joshua Singleton	\$ 17.00		
1/1/2020	200872	100.2310.0342.130.000.000	2019 OSBA Annual Convention	\$ 50.00		OR School Board Assoc
				\$ 982.06		

Postage

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
		100.2310.0353.130.000.000		\$ -	\$ -	
		100.2310.0353.130.000.000		\$ -	\$ -	
		100.2310.0353.130.000.000		\$ -	\$ -	
				\$ -		

ADVERTISING

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
10/1/2019	200490	100.2310.0354.130.000.000	Board Vacancies Public Announcement	\$ 120.58	\$ -	Oregonian Publishing Co
10/1/2019	200190	100.2310.0354.130.000.000	FlashAlert Newswire	\$ 184.00		
		100.2310.0354.130.000.000				
				\$ 304.58		

PRINTING & BINDING

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
1/1/2020	200895	100.2310.0355.130.000.000	BOE Goals Poster	\$ 26.40	\$ -	ESD Prints
				\$ -		
				\$ 26.40		

SUPPLIES & MATERIALS

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
9/1/2019	0619VISA	100.2310.0410.130.000.000	18-19 Retiree Recog Food, Gift Cards for 3 ASB leaders	\$ 107.37	\$ -	US Bank
9/1/2019	0719VISA	100.2310.0410.130.000.000	Ashley name plate and badge	\$ 42.13	\$ -	US Bank
9/1/2019	203104	100.2310.0410.130.000.000	Ashley business cards	\$ 16.00	\$ -	Clackamas ESD
12/1/2019	342	100.2310.0410.130.000.000	Catering Bill	\$ 96.00	\$ -	District Nutritional Svc
12/1/2019	REIMSUPPLNOV19	100.2310.0410.130.000.000	Reimbursement for Andrea buying supplies	\$ 36.46	\$ -	Andrea S
1/1/2020	1119VISA	100.2310.0410.130.000.000	New badges for 2 new board members	\$ 31.96		Susan F
2/1/2020	JE 552	100.2310.0410.130.000.000	December Catering	\$ 69.65		
		100.2310.0410.130.000.000				
				\$ 399.57		

DUES AND FEES - IV DETAIL

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
7/1/2019	200034	100.2310.0641.130.000.000	Boardbook annual subscription	\$ 2,500.00	-	OREGON SCHOOL BOARDS ASSOC
7/1/2019	200032	100.2310.0641.130.000.000	policy update subscription annual fee	\$ 350.00	-	OREGON SCHOOL BOARDS ASSOC
7/1/2019	200031	100.2310.0641.130.000.000	Boardbook annual subscription	\$ 5,952.75	-	OREGON SCHOOL BOARDS ASSOC
8/1/2019	200033	100.2310.0641.130.000.000	Registration for SM \$320 & AB \$185 to attend Summer OSBA	\$ 505.00	-	OREGON SCHOOL BOARDS ASSOC
8/1/2019	200182	100.2310.0641.130.000.000	LegalAssistance Trust dues based on ADMr 3,107.4	\$ 800.00	-	OREGON SCHOOL BOARDS ASSOC
10/1/2019	200527	100.2310.0641.130.000.000	Cost of 4 x \$45 to attend OSBA Fall Dinner at MESD	\$ 180.00	-	MESD
11/1/2019	200595	100.2310.0641.130.000.000	Non-Profit Membership Fee	\$ 100.00	-	Gateway Area Business Assoc
1/1/2020	200872	100.2310.0641.130.000.000	2019 OSBA Annual Convention	\$ 370.00		OR School Board Assoc
2/1/2020	200943	100.2310.0641.130.000.000	National School Board Assoc - reg fee for E Durant	\$ 1,135.00		Registration Fee
		100.2310.0641.130.000.000				
				\$ 11,892.75		

TOTAL EXPENSES TO DATE

\$ 13,794.06

LIST OF OUTSTANDING ENCUMBRANCES FOR FY 2019-20 AS OF 4/30/2020

Entry	Date	Account	Amount	Req. No.	PO No.	Vendor
			\$ -			
			\$ -			
			\$ -			
			\$ -			
		Total Encumbrances	\$ -			

OSBA Model Sample Policy

Code: DH
Adopted:

Bonded Employees and Officers

All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent-of-record. In compliance with Oregon statutes and administrative rules, the superintendent, custodian of funds and other individuals as deemed necessary by the Board will have individual fidelity bond coverage or equivalent crime coverage. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

Work Share Information Sheet

The current health crisis and resulting economic crisis forced us to seek innovative methods of delivering services to our students and communities. Looking forward we realize we face unprecedented economic challenges in conjunction with the health crisis. We must consider all potential cost saving options, seek sources of alternative funding, and leverage all available resources.

The CARES Act and Work Share Program (also known as short-term compensation) have created a unique opportunity for districts in Oregon. The work share program has been in place for some time in Oregon, however, it is not something Oregon school districts have historically utilized. The program provides an opportunity to reduce the hours of a large group of employees and eliminate the need to layoff individual employees.

The following outlines some potential benefits from participation in the Oregon Work Share Program and utilization of funding under the CARES Act.



Work Share provides an alternative for employers and workers who may be facing the prospect of a lay off situation. With Work Share, instead of reducing staff, an employer reduces the hours of work for a group of workers. Partial Unemployment Insurance benefits are then paid to supplement workers' reduced wages.

Work share allows:

- temporary furloughs rather than layoffs.
- you to spread the impact over a large number of employees while retaining jobs for the greatest number of people.
- maintains benefits like health and dental insurance which are important.
- leverages federal CARES Act benefits.

The CARES Act shifts several critical elements of typical unemployment benefits through July 31, 2020:

- CARES Act offers \$600 each week for as little as \$1 of state unemployment benefits. Given that the weekly maximum in Oregon for UI benefits is \$648, with the CARES funding that increases the benefit to \$1,248. It also takes the weekly minimum UI payment from \$1 and raises it to \$601.
- DOL guidance clarified that short-time compensation is eligible for the \$600 payment. (See [DOL guidance at 4\(a\) here](#))

Other factors and considerations:

- Normally, a self-insured employer would absorb unemployment costs. DOL guidance clarified that the CARES Act covers 100% of short-term compensation. (See [CARES Act Summary Section 2108](#))¹

¹ Recent information from the Employment Division indicates there may be some question as to whether or not reimbursement employers will receive a 100% reimbursement of the State share of these benefits or it will be limited to 50%. Regardless, the CARES Act funded benefit of \$600 per week is fully paid for.

- [Governor's Order Executive Order 20-20](#) - Section 4e added language "Regularly pay public school employees, subject to **budget and personnel decisions**" This addition allows furlough days.
- Governor waived the 1 week waiting period to qualify for unemployment benefits
- Need to work with local unions to get agreement before making application to State.
- It is possible for some employees to receive more in unemployment benefits under this program than they are losing due to a furlough day.
- There may be public criticism of districts utilizing these tools.
- Employees will have questions and need to be informed about the program and what it means to them.

Work share program requirements:

- District must make application and be approved
 - [Application Instructions](#)
 - [Fillable Application](#)
- Application includes signature of union representation
- Eligible employees must have worked for district for at least 6 months
- Hours or FTE reductions can be between 20% and 40%
 - For example, 1 day per week furlough would qualify
- Employer provides list of eligible employees to Employment Division
- Employee must complete short 2 page initial claim form [Click here for form](#)
- Employee must submit weekly timecards to district
- District files weekly [Claim Certification Form](#)

The above combined resources provide an opportunity for Oregon school districts to leverage more of the CARES Act funding, maintain employee wages and benefits, and save district resources to be utilized in 2020-21. We know we face significant potential funding reductions in the 2nd year of this biennium and any savings we can accomplish in the current year will allow us to protect programs and services next year.

Time is of the essence as this window closes on July 25, 2020 under the current CARES Act funding. The school year is quickly closing and our ability to get individual applications processed and approved will further impact our ability to maximize potential savings. Remember you need to include time to work with your local unions in order to get an agreement.

Please note this document is provided by Oregon ASBO for informational purposes only, it is not intended as a recommendation to utilize the work share or any other program. The information included may not represent the most current or up-to-date information. There are various links included that will take you to third-party websites and articles. They are included for the convenience of the user. You should contact your legal counsel before acting upon any information contained herein. Only your individual attorney can provide assurances that this information and your interpretation of it is applicable or appropriate to your situation. The content provided in this document is "as is" and no representations are made that the content is error-free.

List of resources and articles with additional information and specifics:

[How does OR work share work](#) [Oregon Work Share Employer Info](#) [Oregon Work Share Brochure](#)

[Proskauer Article](#) [Lewis & Clark Furloughs](#) [LA Times Article on Work Share](#) [Relevant NYT article](#)

Please print or type the following information and complete all sections.

1. Employer Information:			
a. Business Name:			
b. How did you learn about Work Share?		c. Industry:	
d. Mailing Address:		City:	State: Zip Code:
e. Physical Address (If different from mailing):		City:	State: Zip Code:
f. Business Identification Number (BIN):		g. # of Employees:	

2. Employer Representative: Please identify two representatives from your business to coordinate with Work Share Program Specialists for program enrollment and participation.

a. Primary Employer Representative:	b. Alternate Employer Representative:
Name:	Name:
Job Title:	Job Title:
Email:	Email:
Phone: Ext:	Phone: Ext:

Please note- by providing your email address you agree to receive emails from the Oregon Employment Department

3 a. Requested plan start date (Must be a Sunday):		(month/day/year)	Plans expire after one year.
b. Estimated number of employees affected:		c. How many layoffs will you avoid?	
d. Health or retirement benefits will not be affected if work hours are reduced to less than normal weekly hours. Please @			
e. Please describe how your business plans to implement the Work Share Program:			

f. How do you plan to notify your employees of the Work Share plan?

4 a. Did you attend a Work Share Presentation?:	b. Was the presentation helpful?
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5. Employer union-affiliation(s) information (if applicable): The employer's Work Share plan must be approved by the collective bargaining agent for each affected employee under a collective bargaining agreement.

Union: Local: Authorized Union Rep. Name: Phone: Ext: By signing below I approve the named employer applying for a Work Share Plan. I further attest that I have signature authority with the named union. If I am signing this form electronically, I understand and acknowledge that this electronic signature has the same meaning and validity as my handwritten signature. Signature: Date:	Union: Local: Authorized Union Rep. Name: Phone: Ext: By signing below I approve the named employer applying for a Work Share Plan. I further attest that I have signature authority with the named union. If I am signing this form electronically, I understand and acknowledge that this electronic signature has the same meaning and validity as my handwritten signature. Signature: Date:
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Please check each box to certify you agree to follow all program terms and conditions:

1. At least three employees will participate in the program.
2. Participating employees have been employed full-time for at least six months or part-time for at least a year before the start of the plan. Please note, seasonal or temporary employees are not eligible for the Work Share program.
3. Weekly work hours and wages will be reduced by at least 20% and not more than 40% for participating employees.
4. I am aware that participation in the Work Share program may have an adverse effect on my Unemployment Insurance tax rate.
5. I will continue to provide health benefits under the same terms and conditions as when the affected employee worked his/her usual weekly hours, unless health benefits change for all my employees.
6. I will continue to provide retirement benefits under a defined benefit plan or contributions under a defined contribution plan under the same terms and conditions as when the affected employee worked his/her usual weekly hours, unless retirement benefits change for all my employees.
7. I will provide paid vacation, holidays, and sick leave under the same terms and conditions as when the affected employee worked his/her usual weekly hours of work.
8. I agree to furnish all reports and information necessary for proper administration of my Work Share plan.
9. I have provided all employees participating in my Work Share plan with the Initial Claim application (included in the Work Share Application Packet).
10. I will notify the Employment Department immediately if there are any changes to the information on this plan application or the plan participant list.

By clicking the Submit button below, I agree to abide by all state and federal unemployment laws and attest that all information provided on this application is true and correct.

By signing this form electronically, I understand and acknowledge that this electronic signature has the same meaning and validity as my handwritten signature. I further attest that I have signature authority with the named employer.

Authorized Signature: _____

Title: _____

Print Name: _____

Date: _____

NOTE: Click the button below to attach this document to an email. Once you have done so, attach your Participant List to the same email. Your application cannot be approved without your Participant List.

For more information about the Work Share Program, including rules and laws related to the program, please visit www.OregonWorkShare.org

FOR OFFICE USE ONLY

Date Received:	Current Employer?	Examiner: _____
Approved?:	Reduced Weekly Hours:	Start: _____
	Normal Weekly Hours:	End: _____
If denied, reason:	Payroll wk end:	Date of Review: _____
		Plan #: _____
		Initials: _____

The Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD-dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com.

El Departamento de Empleo de Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con conocimiento limitado del ingles, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en internet por medio del siguiente sitio: www.sprintrelayonline.com.

Disclaimer: If you send this form via email, it may not be secure. If you do not utilize email encryption software we advise you contact the UI Special Program Center at (503) 947-1800 or (800) 436-6191 to sign up with our secure email server. By clicking the submit button you acknowledge that you are responsible for ensuring the protection of the personally identifiable information included in this email.



UI Special Programs Center

Email: oed_workshare@oregon.gov

PO Box 14518 • Salem, Oregon • 97309

www.Employment.Oregon.gov

2020-2021 CALENDAR — Board Approved 2.24.20-MS draft

July - 2020

M	T	W	Th	F	SA	SU
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August - 2020

M	T	W	Th	F	SA	SU
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

31 NTD

September - 2020

M	T	W	Th	F	SA	SU
	01IS	02IS	03IS	04 [⊗]	05	06
07H	08+	09✓	10	11	12	13
14K	15	16✓	17	18	19	20
21	22	23✓	24	25	26	27
28	29	30✓				

October - 2020

M	T	W	Th	F	SA	SU
			01	02	03	04
05	06	07✓	08	09 <i>i</i>	10	11
12	13	14✓	15	16	17	18
19	20	21✓	22	23	24	25
26	27	28✓	29	30	31	

November - 2020

M	T	W	Th	F	SA	SU
						01
02	03	04✓	05	06R	07	08
09	10	11H	12	13	14	15
16	17	18✓	19	20	21	22
23P/EC	24C	25✓C	26H	27 [⊗]	28	29
30						

December - 2020

M	T	W	Th	F	SA	SU
	01	02✓	03	04	05	06
07	08	09✓	10	11	12	13
14	15	16✓	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January - 2021

M	T	W	Th	F	SA	SU
				01	02	03
04P	05	06✓	07	08	09	10
11	12	13✓	14	15	16	17
18H	19	20✓	21	22	23	24
25	26	27✓	28	29	30	31

February - 2021

M	T	W	Th	F	SA	SU
01G	02P	03✓	04	05	06	07
08	09	10✓	11	12	13	14
15H	16	17✓	18	19	20	21
22	23	24✓	25	26	27	28

March - 2021

M	T	W	Th	F	SA	SU
01	02	03✓	04	05	06	07
08	09	10✓	11C	12C	13	14
15	16	17✓	18	19	20	21
22	23	24	25	26	27	28
29	30	31 ✓				

April - 2021

M	T	W	Th	F	SA	SU
			01	02	03	04
05	06	07✓	08	09R	10	11
12	13	14✓	15	16	17	18
19	20	21✓	22	23	24	25
26	27	28✓	29	30		

May - 2021

M	T	W	Th	F	SA	SU
					01	02
03	04	05✓	06	07	08	09
10	11	12✓	13	14	15	16
17	18	19✓	20	21	22	23
24	25	26✓	27	28	29	30

31H

June - 2021

M	T	W	Th	F	SA	SU
	01	02✓	03	04	05	06
07	08	09✓	10	11	12	13
14	15	16✓	17G	18*w	19	20
21	22	23	24	25	26	27
28	29	30				

SUMMARY	Days	
July	0	
August	0	
September – Labor Day	21	
October	21	
November – Veteran’s & Thanksgiving Day	21	
December	14	
January	19	
February – President’s Day	20	
March	18	
April	22	
May – Memorial Day	21	
June	14	
5 Paid Holidays included above		
Total Days	191	

Key Symbol	Explanation	Key Symbol	Explanation
G	First Day for New Teachers	<i>i</i>	Statewide In Service Days – No Students
TBD	District In Service Days	H	Holiday
+	First Day for Students	[⊗]	Non Contract Day – No Students
K	First Day for Kindergarten	P	Planning Day – No Students
✓	Early Release	R	Progress Report – No Students
TBD	Grading Day – No Students	16	Last day for Students

TBD	Conference Days – No Students	*w	Last Contract Day for Teacher
F	Furlough Day		

MS Calendar Aligned to HS Calendar:

- 1st semester 87 days
 - (HS has 84 + 3 finals)
- 2nd semester 88 days
 - (HS has 85 + 3 finals)

MS Calendar Additional Days: (previously 3.5 day difference)

- 1.4.2021 - Planning day
- 11.23.2020 - Planning Day
 - Previously .5 planning changed to full day
- 3.11.2021 and 3.12.2021 Spring Conference Days
-

Semester Proposal for Middle School Contract Considerations:

Article 11.2.5 Inservice

- 11.2.5.1: (3) full days prior to first student contact day- **remains the same**
- 11.2.5.2: (1) full day following last day of student instruction- **remains the same**

Article 11.2.6 Mid-year Planning

- 11.2.6: (1) full day on its first contract day immediately following winter break + 1 additional ½ day- **winter break stays the same, add a half day for conference prep prior to fall**

Article 11.2.7 Grading Days

- 11.2.7.2: Middle School and HS- 1 full day on the last day of each grading period. **There would be a missing day here because of the shift from conferences- see cal.?**
- **trimesters. We could do a day prior to spring conferences for grading/prep or add a conference day in the spring.**

Article 11.2.8 Progress Report Days

- **11.2.8.1:** Middle School (1) ½ day for progress reports for quarter system, or 1 full day on trimester.