

Brookings-Harbor School District 17-C

"Every Student Can Succeed"

Regular School Board Meeting
Brookings-Harbor High School Library
625 Pioneer Rd
Brookings, OR 97415
Wednesday, May 19, 2021, 5:30 PM

A GENDA

1. Call Meeting to Order
2. Pledge of Allegiance
3. Early Items
 - a. Celebrate Student Success
 1. Class of 2021 Valedictorians & Salutatorian
 - b. Student Rep Report
 - c. Building Presentation
 1. Kalmiopsis Elementary School
4. Citizen Input
5. Consent Agenda
 - a. Approve Minutes
 1. April 21 2021 Regular Board Meeting Minutes 3
 - b. Approve Bills 6
 - c. Approve New Hires
 1. Kalmiopsis Vice Principal Nicholas Chapman 31
 2. Kalmiopsis School Counselor April Hendrix 32
 3. Kalmiopsis Music Teacher Cua Lee 33
 4. Kalmiopsis P.E. Teacher April Thorson 34
 5. Special Education Teacher Dan Dreweatt 35
 6. Azalea Online Academy Teacher Melissa Courtnage 36
 7. School Nurse Kaitlyn Koepnick 37
 - d. Approve Extra Duty Contracts
 1. Azalea Assistant Boys Basketball Coach Lori Cooper 38
6. Personnel
 - a. Welcome
 - b. Thank You
7. District Reports and Information
 - a. Comments from the Superintendent
 - b. District Reports 39
 - c. Finance Reports 47
 - d. Enrollment Summary 48
8. Action Items
 - a. Approve Award For Contract For Audit Services Recommendation 49
 - b. Approve Board Policy Readings
 1. GAB Job Descriptions 2nd Reading ¹ 51
 2. CBA Qualification and Duties of the Superintendent DELETE 53

3. CBA Qualifications and Duties of the Superintendent PROPOSED	58
4. IIBGA Electronic Communications System	62
5. INDB Flag Displays and Salutes	65
6. JGA Corporal Punishment	67
7. JHCA/JHCB Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening	68
9. Board Functions and Comments	
a. Board Goals	71
b. District Goals	72
10. Key Dates and Calendar Updates	
a. Budget Committee Meeting May 27, 2021	
b. Regular School Board Meeting June 16, 2021	
11. Executive Session under (ORS 192.660(2)(d)) To conduct deliberations with persons designated to carry on labor negotiations.	
12. Adjournment	

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting. Please contact the district office at 541-469-7443.

Regular School Board Meeting
Wednesday, April 21, 2021 5:30 PM Pacific

Virtual Meeting

Janell Howard: Present
Katherine Johnson: Present
Alan Nidiffer: Present
Janece Payne: Absent
Jay Trost: Present
Present: 4, Absent: 1.

1. Call Meeting to Order

Alan Nidiffer called the meeting to order at 5:30 PM.

2. Pledge of Allegiance

3. Early Items

3.a. Student Rep Report

Student Representative was absent due to having to work. The Board expressed they look forward to the student report next month.

3.b. Building Presentation

3.b.1. SIA Update

Director of Special Programs, Angela Crum, and Public Information Officer, Nancy Raskauskus-Coons presented a slideshow with updates and next steps to gathering data and input on the Student Investment Account (SIA).

4. Citizen Input

Board Chair, Alan Nidiffer, read a statement submitted by Gordon Clay. The statement talked about mental health and the upcoming Children's Mental Health Day on May 9, 2021.

5. Consent Agenda

Motion to approve the consent agenda. This motion, made by Katherine Johnson and seconded by Jay Trost, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea,
Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

5.a. Approve Minutes

5.a.1. March 17, 2021 Regular School Board Meeting

5.b. Approve Bills

5.c. Approve New Hires

5.c.1. BHHS ELA Teacher Brooklynn Vandehey

5.c.2. BHHS Social Studies Teacher Emalee Hauck

5.d. Approve Extra Duty Contracts

5.d.1. Azalea Head Boys Basketball Coach Brittney Garrett

5.e. Approve Recommended Licensed Staff Renewal

6. Personnel

Alan Nidiffer briefly welcomed the new hires mentioned in the consent agenda to the district.

6.a. Welcome

6.b. Thank You

7. District Reports and Information

7.a. Comments from the Superintendent

Superintendent David Marshall gave an update on discussions and input he had received from staff and students regarding the proposed fencing project at the Brookings-Harbor High School. Board members Katherine Johnson and Alan Nidiffer agreed there were no significant concerns in moving forward with the project. He spoke briefly on the new extended in-person learning schedule at Kalmiopsis Elementary and informed the Board that Kalmiopsis administration team would give a further update at next month's regular meeting.

7.b. District Reports

7.c. Finance Reports

7.d. Enrollment Summary

8. Action Items

Alan Nidiffer made a motion to add an agenda item regarding approving a revised 2021-2022 Budget Committee Calendar. The motion was seconded by Katherine Johnson, and passed. A motion was made to approve the changes to the 2021-2022 Budget Committee Calendar by Katherine Johnson and seconded by Jay Trost.

8.a. Approve Kalmiopsis Principal Hire Recommendation

Motion to approve the Recommendation to hire Carol Leonard as Kalmiopsis Principal.

This motion, made by Katherine Johnson and seconded by Jay Trost, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea, Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

Superintendent Marshall gave the Board his recommendation to hire Carol Leonard as Principal of Kalmiopsis Elementary School beginning with the 2021-2022 school year.

8.b. Approve Board Policy Readings

Motion to approve both the listed Board Policy Readings. This motion, made by Jay Trost and seconded by Katherine Johnson, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea, Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

8.b.1. JFCM Threats of Violence 2nd Reading

8.b.2. GAB Job Descriptions 1st Reading

8.c. Adopt Teacher Appreciation Week Resolution

Motion to adopt the Teacher Appreciation Week Resolution. This motion, made by Jay Trost and seconded by Katherine Johnson, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea, Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

Alan Nidiffer read aloud the proposed Teacher Appreciation Week Resolution. Board members Jay Trost and Katherine Johnson expressed their appreciation for all that teachers and staff have done this school year after the motion passed.

8.d. Adopt 2021-003 2020-21 Supplemental Budget and Adjust Appropriations Items

Motion to adopt Resolution 2021-003 2020-21 Supplemental Budget and Adjust Appropriations Items. This motion, made by Janell Howard and seconded by Katherine Johnson, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea, Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

8.e. Adopt 2021-2022 Academic Calendar 2nd Reading

Motion to adopt the 21/22 Academic Calendar 2nd Reading. This motion, made by Katherine Johnson and seconded by Jay Trost, Passed.

Janece Payne: Absent, Janell Howard: Yea, Katherine Johnson: Yea, Alan Nidiffer: Yea, Jay Trost: Yea

Yea: 4, Nay: 0, Absent: 1

9. Board Functions and Comments

9.a. Review Board Goals

9.b. Review District Goals

10. Key Dates and Calendar Updates

10.a. May 19, 2021 Regular School Board Meeting

10.b. OSBA 2021 Virtual Summer Conferences

11. Adjournment

The meeting adjourned at 6:43pm.

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
AAA STATE OF PLAY							
			124642	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,144.00
AMAZON							
			0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$9.99
			124563	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$131.63
			124563	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$114.70
			124563	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	(\$80.33)
			124616	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$199.96
			124616	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$54.76
			124643	GENERAL FUND	ELEMENTARY	SUPPLIES	\$117.14
			124643	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$218.76
			124719	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$583.80
			124719	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$36.83
			124719	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$329.20
			124719	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$12.99
			124719	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$152.12
					Total for AMAZON		\$1,881.55
ARNOLD, CHRISTINA A							
			0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
BADGER, CYNTHIA D							
			0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BARRAN LIEBMAN							
			124564	GENERAL FUND	STUDENTS WITH DISABILITIES	LEGAL SERVICES	\$275.00
			124720	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	\$1,702.50
			124720	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
					Total for BARRAN LIEBMAN		\$1,977.50
BATTLESON, HOLLY A							

Brookings-Harbor School Dist. 17C

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From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BEAMAN, JESS		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BELL, WADE L		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BENNETT, MATTHEW H		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BLUE STAR GAS		124565	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$1,865.49
		124644	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$20.16
				Total for BLUE STAR GAS		\$1,885.65
BODWELL, TERESA A		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BONDE, KARRY E		124604	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
BRISBIN, CAROLINE E		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
BUEHLER, CHERYL		124605	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
BUEHLER, TIMOTHY D		124606	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
CALLAHAN, EDWARD B		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
CANON FINANCIAL SERVICES INC.		124618	GENERAL FUND	ELEMENTARY	RENTALS	\$880.63
		124618	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	\$448.33
		124618	GENERAL FUND	FISCAL SERVICES	RENTALS	\$356.00

Brookings-Harbor School Dist. 17C

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From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
			124618	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	\$77.77
			124618	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	\$728.39
			124618	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$186.70
			124618	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	RENTALS	\$612.92
			124618	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	REPAIR AND MAINTENANCE	\$169.71
			124618	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	\$19.80
			124618	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	\$31.14
			124618	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	RENTALS	\$14.67
			124618	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$137.52
			124618	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	\$79.20
					Total for CANON FINANCIAL SERVICES INC.		\$3,742.78
CASCADE HOME CENTER							
			124566	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$23.57
			124619	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$55.45
			124619	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$19.99
			124648	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$80.51
			124721	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$362.07
					Total for CASCADE HOME CENTER		\$541.59
CASTLEBERRY, CHRISTINE							
			0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
CDW - GOVERNMENT INC							
			124567	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$211.89
CHETCO AUTOMOTIVE MARINE & INDUSTRIAL							
			124649	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$98.17
CHRISTENSEN, ANDREA							
			0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
CITY OF BROOKINGS							

Brookings-Harbor School Dist. 17C

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Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124620	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	\$1,384.49
CLARK, MANDY E		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
CLEARY, NADINE		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
COASTAL PAPER & SUPPLY INC		124569	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$624.00
		124569	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$86.81
		124621	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$3,034.14
				Total for COASTAL PAPER & SUPPLY INC		\$3,744.95
COLVIN OIL COMPANY INC		124570	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	9 \$1,909.80
		124651	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$1,677.10
				Total for COLVIN OIL COMPANY INC		\$3,586.90
CONARY, REBECCA M		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
COOPER, LORI		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
COOS CURRY ELECTRIC CO-OP INC		124653	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$1,570.87
		124723	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$26,190.43
				Total for COOS CURRY ELECTRIC CO-OP INC		\$27,761.30
CORDIER, ELIZABETH L		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
CRINO, PETER J		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
CROUCH, CINDY L						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
ESS WEST, LLC						
		0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes	\$2,920.88
		0	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	ESS Classified Substitutes	\$709.89
		0	GENERAL FUND	ELEMENTARY	ESS Certified Substitutes	\$5,486.49
		0	GENERAL FUND	HIGH SCHOOL PROGRAMS	ESS Certified Substitutes	\$5,367.21
		0	GENERAL FUND	INTERMEDIATE PROGRAMS	ESS Certified Substitutes	\$596.35
		0	GENERAL FUND	LIFE SKILLS	CLASSIFIED SALARIES	\$226.32
		0	GENERAL FUND	LIFE SKILLS	ESS Certified Substitutes	\$954.17
		0	GENERAL FUND	LIFE SKILLS	ESS Classified Substitutes	\$1,766.90
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	ESS Certified Substitutes	\$3,339.61
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	ESS Classified Substitutes	\$276.60
		0	GENERAL FUND	SPEECH PATHOLOGY	ESS Classified Substitutes	\$1,584.24
		0	GENERAL FUND	STUDENTS WITH DISABILITIES	ESS Certified Substitutes	\$1,311.98
		0	GENERAL FUND	STUDENTS WITH DISABILITIES	ESS Classified Substitutes	\$1,713.58
		0	GENERAL FUND	Undesignated	Prepaid Expenses	(\$5,647.07)
Total for ESS WEST, LLC						\$20,607.15
ESTELLE, RALPH						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
FALCHETTA, KAREN						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
FLINN SCIENTIFIC						
		124575	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$728.09
FOLLETT SCHOOL SOLUTIONS						
		124576	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	LIBRARY BOOKS	\$392.70
		124622	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	LIBRARY BOOKS	\$2,560.46
Total for FOLLETT SCHOOL SOLUTIONS						\$2,953.16
FRED MEYER CUSTOMER CHARGES						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

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Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124657	GENERAL FUND	ELEMENTARY	SUPPLIES	\$139.99
FRONTLINE TECHNOLOGIES GROUP LLC						
		124577	GENERAL FUND	HUMAN RESOURCES	COMPUTER SOFTWARE	\$6,456.00
FULTON, JASON P						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
FULTON, KRISTI J						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
GARRETT HEMANN ROBERTSON PC						
		124623	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	\$1,151.50
GARRISON, SANDRA M						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
GARVIN, KELLY E						12
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
GOLD BEACH LUMBER						
		124624	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$34.99
GUTIERREZ, DARCIE J						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
HAUCK, EMALEE S						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
HEDENSKOG, SHEILA M						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
HERFF JONES, INC.						
		124579	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$182.03
		124660	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$86.00
				Total for HERFF JONES, INC.		\$268.03
HERNANDEZ, FRANK A						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
HERNANDEZ, LYNETTE						

Brookings-Harbor School Dist. 17C

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To Date: 04/30/2021

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$250.00
HOVEN, KENDRA K		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00
HUNT, TRUDY E		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$250.00
IDESIGN SOLUTIONS		124581	GENERAL FUND		HIGH SCHOOL PROGRAMS	SUPPLIES	\$4,100.19
J.W. PEPPER & SON, INC.		124582	GENERAL FUND		HIGH SCHOOL PROGRAMS	SUPPLIES	\$60.00
		124661	GENERAL FUND		HIGH SCHOOL PROGRAMS	SUPPLIES	\$10.49
					Total for J.W. PEPPER & SON, INC.		\$70.49
JEFFERIES, ANGELA L							13
		124608	GENERAL FUND		Undesignated	Payroll Draw Liability	\$250.00
KAPLANSKY, SARAH		124625	GENERAL FUND		SPECIAL EDUCATION DIRECTOR	JUDGEMENTS AND SETTLEMENTS	\$2,100.00
KIMBALL MIDWEST		124583	GENERAL FUND		STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$189.36
KING, JENNIFER L		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$250.00
KING, TIMOTHY P		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00
KLEESPIES, KRISTY A		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00
KLEESPIES, PERRY E		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00
LAMB, CHRISTINA E		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00
LAWRENCE COMPANY		0	GENERAL FUND		Undesignated	Payroll Draw Liability	\$500.00

Brookings-Harbor School Dist. 17C

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From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124627	GENERAL FUND	FISCAL SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$160.00
LEIGH, MAUREEN F		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
MARCIA BRENNER ASSOCIATES		124584	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$2,274.00
MATHISON, LUKE T		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
MESANOVIC, IBRAHIM		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
MILLIMAN, INC		124725	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$2,628.00
MISSION LINEN SUPPLY						14
		124585	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$115.30
		124628	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$128.81
		124662	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$157.18
				Total for MISSION LINEN SUPPLY		\$401.29
MORRIS, MELINDA		124609	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
NAPA AUTO PARTS		124630	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$32.52
NASCO		124587	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$264.95
NOLTE, BRITT C		124610	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
NORTHWEST REGIONAL ESD						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124588	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	PROFESSIONAL AND TECHNICAL SERVICES	\$33.75
OAK STREET HEALTH CARE CENTER						
		124589	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$400.00
ORIENTAL TRADING COMPANY INC						
		124631	GENERAL FUND	TALENTED AND GIFTED PROGRAMS	SUPPLIES	\$105.84
PADALINSKI, DANIELLE R						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
PAPE KENWORTH						
		124664	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$85.51
PETERS, TINA L						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
PIONEER HEALTHCARE SERVICES						
		124632	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,022.00
		124632	GENERAL FUND	STUDENTS WITH DISABILITIES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
		124666	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$511.00
		124666	GENERAL FUND	STUDENTS WITH DISABILITIES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
		124726	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$511.00
		124726	GENERAL FUND	STUDENTS WITH DISABILITIES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
				Total for PIONEER HEALTHCARE SERVICES		\$2,044.00
PITNEY BOWES GLOBAL - LEASING						
		124590	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$873.09
PROCARE THERAPY, INC.						
		124633	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$0.00

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124633	GENERAL FUND	PSYCHOLOGICAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$3,080.00
		124633	GENERAL FUND	SPEECH PATHOLOGY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$6,560.00
		124667	GENERAL FUND	OTHER STUDENT TREATMENT OT/PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$0.00
		124667	GENERAL FUND	PSYCHOLOGICAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$6,160.00
		124667	GENERAL FUND	SPEECH PATHOLOGY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$13,120.00
				Total for PROCARE THERAPY, INC.		\$28,920.00
PRUITT, ASHLEY M		124611	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
PURCHASE POWER		124668	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$2,000.00 ¹⁶
QUILL CORPORATION		124591	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$519.73
		124670	GENERAL FUND	ELEMENTARY	SUPPLIES	\$269.74
		124727	GENERAL FUND	ELEMENTARY	SUPPLIES	\$28.04
		124727	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$192.58
				Total for QUILL CORPORATION		\$1,010.09
RASKAUSKAS-COONS, NANCY		0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	Other Communication Services	\$2,592.00
		0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
				Total for RASKAUSKAS-COONS, NANCY		\$2,592.00
ROBINETT, SARA A		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
ROSE, TRASEE A		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
RUCKER, BRIANA N						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
RUTLEDGE, MELANIE		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
RYAN, JOAN L		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SAUCERMAN, LAURA		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SAUNDERS, ALEXIS N.		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SAUNDERS, FAITH L		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SCHAEFFER MFG CO		124612	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
SCHOOL NURSE SUPPLY, INC.		124594	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	17 \$1,120.35
SHERBOURNE, CONNIE L		124562	GENERAL FUND	ELEMENTARY	SUPPLIES	\$17.35
SHEW, LORINDA		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SLATER, DANIELLE M		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SMITH, GARY		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
SMITH, JILL J		124613	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
STERRITT, PATRICIA S		124614	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
STUMPENHAUS, WADE C		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
THE MUSIC CONNECTION						
		124676	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$740.00
TRYMMA, VANEK A						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
UMPQUA BANK						
		0	GENERAL FUND	ELEMENTARY	DUES AND FEES	\$12.99
		0	GENERAL FUND	ELEMENTARY	SUPPLIES	\$31.76
		0	GENERAL FUND	HIGH SCHOOL PROGRAMS	PERIODICALS	\$4.00
		0	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,541.33
		0	GENERAL FUND	HIGH SCHOOL PROGRAMS	TEXTBOOKS	\$320.28
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$224.18
		0	GENERAL FUND	NURSE SERVICES	SUPPLIES	\$246.66
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$29.45
		0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	SUPPLIES	\$301.08
		0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	TRAVEL	\$28.71
		0	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$83.26
		0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	\$0.00
		0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$66.07
		0	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$943.50
		0	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$77.64
				Total for UMPQUA BANK		\$3,911.71
UMPQUA BANK - LOAN						
		0	GENERAL FUND	DEBT SERVICE	INTEREST	\$20.53
		0	GENERAL FUND	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$718.64
				Total for UMPQUA BANK - LOAN		\$739.17
UNITED STATES TREASURY						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124639	GENERAL FUND	FISCAL SERVICES	TAXES AND LICENSES	\$3,360.31
US CELLULAR						
		124600	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$770.08
		124677	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$374.44
				Total for US CELLULAR		\$1,144.52
VANDEHEY, BROOKLYNN M		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
VARITEK, DEANNE						
		124679	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$49.99
WALLIN, TERI A						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
WALTON SOBERON, JODY L						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
WARREN, HEIDI						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
WESEL, DUSTIN						
		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
WEST COAST PAPER INC						
		124680	GENERAL FUND	ALTERNATIVE EDUCATION	SUPPLIES	\$211.33
		124680	GENERAL FUND	ELEMENTARY	SUPPLIES	\$211.33
		124680	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$211.35
		124680	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$211.33
		124680	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$211.33
		124680	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$211.33
				Total for WEST COAST PAPER INC		\$1,268.00
WESTERN BUS SALES INC						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		124641	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$612.58
WESTOVER, LISA		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
WYLIE, JENNIFER K		0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
XEROX CORPORATION		124602	GENERAL FUND	ELEMENTARY	RENTALS	\$0.00
		124602	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	\$0.00
		124602	GENERAL FUND	FISCAL SERVICES	RENTALS	\$0.00
		124602	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	\$0.00
		124602	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	\$0.00
		124602	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$0.00
		124602	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	\$30.62
		124602	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	\$0.00
		124602	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	(\$23.80)
		124602	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	\$0.00
				Total for XEROX CORPORATION		\$6.82
ZIPLY FIBER		124681	GENERAL FUND	CARE & UPKEEP OF GROUNDS	TELEPHONE	\$78.67
		124681	GENERAL FUND	FISCAL SERVICES	TELEPHONE	\$190.65
		124681	GENERAL FUND	MAINTENANCE SERVICES	TELEPHONE	\$76.88
		124681	GENERAL FUND	OFFICE OF THE PRINCIPAL	TELEPHONE	\$1,657.24
		124681	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	TELEPHONE	\$153.77
		124681	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TELEPHONE	\$155.55
		124681	GENERAL FUND	TECHNOLOGY DIRECTOR	TELEPHONE	\$153.77
				Total for ZIPLY FIBER		\$2,466.53
				Total for GENERAL FUND		\$180,763.64

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 202	Title I-A	Check#	FUND	FUNCTION	OBJECT	Amount
ESS WEST, LLC						
		0	Title I-A	TITLE 1A PROGRAM	CLASSIFIED SALARIES	\$59.33
		0	Title I-A	TITLE 1A PROGRAM	ESS Classified Substitutes	\$751.73
Total for ESS WEST, LLC						\$811.06
MORRIS, GWEN						
		124586	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$370.00
		124663	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$360.00
Total for MORRIS, GWEN						\$730.00
Total for Title I-A						\$1,541.06
Fund: 203	TITLE IIA - INNOVATIVE EDUCATION					21
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
SOUND DISCIPLINE						
		124596	TITLE IIA - INNOVATIVE EDUCATION	INSTR. STAFF DEVELOPMENT	PROFESSIONAL AND TECHNICAL SERVICES	\$300.00
Total for TITLE IIA - INNOVATIVE EDUCATION						\$300.00
Fund: 204	Title IV Student Support and Enrichment					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
CURRICULUM ASSOCIATES						
		124654	Title IV Student Support and Enrichment	ELEMENTARY	COMPUTER SOFTWARE	\$31,865.00
		124654	Title IV Student Support and Enrichment	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$1,080.00
Total for CURRICULUM ASSOCIATES						\$32,945.00
Total for Title IV Student Support and Enrichment						\$32,945.00
Fund: 208	IDEA GRANT					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
ESS WEST, LLC						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 208	IDEA GRANT	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	IDEA GRANT	STUDENTS WITH DISABILITIES	ESS Certified Substitutes	\$238.57
Total for IDEA GRANT						\$238.57

Fund: 212	CARES ESSER	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
CDW - GOVERNMENT INC		124567	CARES ESSER	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$19,251.00
		124567	CARES ESSER	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$19,251.00
Total for CDW - GOVERNMENT INC						\$38,502.00
COASTAL PAPER & SUPPLY INC		124569	CARES ESSER	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$55.90
		124621	CARES ESSER	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$1,205.57
		124650	CARES ESSER	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$0.00
Total for COASTAL PAPER & SUPPLY INC						\$1,261.47
RASKAUSKAS-COONS, NANCY		0	CARES ESSER	OFFICE OF THE SUPERINTENDENT	Other Communication Services	\$396.00
UMPQUA BANK		0	CARES ESSER	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$2,145.00
Total for CARES ESSER						\$42,304.47

Fund: 215	E-RATE FUTURE TECHNOLOGY FUNDS	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
CHARTER COMMUNICATIONS		124722	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$3,249.00
US CELLULAR		124600	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	Other Communication Services	\$4,350.72
Total for E-RATE FUTURE TECHNOLOGY FUNDS						\$7,599.72

Fund: 218	Rural And Low Income Schools	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

					Amount
SCHOOL OUTFITTERS					
	124636	Rural And Low Income Schools	TECHNOLOGY SERVICES	SUPPLIES	\$11,855.23
			Total for Rural And Low Income Schools		\$11,855.23
Fund: 221	YTP GRANT				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK					
	0	YTP GRANT	YOUTH TRANSITION PROGRAM	SUPPLIES	\$591.53
			Total for YTP GRANT		\$591.53
Fund: 237	TITLE III SECOND LANGUAGE				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
LANGUAGE LINE SERVICES, INC.					
	124626	TITLE III SECOND LANGUAGE	ELL-ORS	PROFESSIONAL AND TECHNICAL SERVICES	\$125.00
					23
			Total for TITLE III SECOND LANGUAGE		\$125.00
Fund: 251	SCHOOL IMPROVEMENT ACCOUNT (SIA)				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
RANDY J. GORMAN, INC.					
	124592	SCHOOL IMPROVEMENT ACCOUNT (SIA)	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 BUILDING ACQUISITION	\$50,000.00
			Total for SCHOOL IMPROVEMENT ACCOUNT (SIA)		\$50,000.00
Fund: 252	HIGH SCHOOL SUCCESS - M98				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
AMAZON					
	124563	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	\$389.90
ICEV					
	124580	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	DUES AND FEES	\$233.24
UMPQUA BANK					
	0	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	\$64.85
			Total for HIGH SCHOOL SUCCESS - M98		\$687.99
Fund: 255	STEM ECO				

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
UMPQUA BANK					
	0	STEM ECO	HIGH SCHOOL PROGRAMS	SUPPLIES	\$221.54
Total for STEM ECO					\$221.54

Fund: 260 ALLCARE - GARDEN

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
MAHAN, ERIN S					
	0	ALLCARE - GARDEN	ALTERNATIVE EDUCATION	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
Total for ALLCARE - GARDEN					\$0.00

Fund: 274 HS Co-Curricular

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ARNOLD, CHRISTI					
	124617	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$77.95
CASCADE CHRISTIAN SCHOOLS					
	124647	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$30.00
COOS BROOKINGS SOCCER REFEREE ASSOCIATIO					
	124652	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$2,184.50
GOLD BEACH LUMBER					
	124659	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$352.84
PHOENIX HIGH SCHOOL					
	124665	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$40.00
SWOVOA					
	124674	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$2,222.50
UMPQUA BANK					
	0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$509.20
	0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$21.22
Total for UMPQUA BANK					\$530.42
Total for HS Co-Curricular					\$5,438.21

Fund: 275 Azalea MS Athletics

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
QUILL CORPORATION					
	124670	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$29.69
STRAIN, MEGAN					
	124597	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	DUES AND FEES	\$50.00
SW OREGON FOOTBALL OFFICIALS					
	124615	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	DUES AND FEES	\$758.00
UMPQUA BANK					
	0	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$508.99
Total for Azalea MS Athletics					\$1,346.68

Fund: 280 Farm to School - ED

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
FOERTSCH, MATTHEW					25
	124603	Farm to School - ED	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$321.75
	124603	Farm to School - ED	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$331.50
	124603	Farm to School - ED	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$321.75
Total for FOERTSCH, MATTHEW					\$975.00
MAHAN, ERIN S					
	0	Farm to School - ED	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$287.10
	0	Farm to School - ED	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$295.80
	0	Farm to School - ED	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$287.10
Total for MAHAN, ERIN S					\$870.00
Total for Farm to School - ED					\$1,845.00

Fund: 285 FACILITY MAINTENANCE

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
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Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 285	FACILITY MAINTENANCE					
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
AMAZON						
	124563	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$81.71
	124643	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$249.67
			Total for AMAZON			\$331.38
BROOKINGS ELECTRONIC SERVICE, INC						
	124645	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE		\$4,075.70
C & S FIRE-SAFE SERVICES, LLC.						
	124646	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE		\$330.00
CASCADE HOME CENTER						
	124566	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$385.73
COASTAL HEATING, LLC						
	124568	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE		\$1,268.56
COASTAL PAPER & SUPPLY INC						
	124650	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$156.55
DUDE SOLUTIONS, INC						
	124573	FACILITY MAINTENANCE	MAINTENANCE SERVICES	COMPUTER SOFTWARE		\$6,290.23
FASTENAL						
	124574	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$1,049.73
GOLD BEACH LUMBER						
	124578	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$843.73
	124659	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$1,877.43
			Total for GOLD BEACH LUMBER			\$2,721.16
ROTO-ROOTER OF CURRY COUNTY						
	124593	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE		\$125.00
SO BACKFLOW TECHS						
	124595	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE		\$392.00
SUBURBAN PROPANE						
	124672	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$374.25

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Fund: 285	FACILITY MAINTENANCE				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>					
UMPQUA BANK					
	0	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$604.38
					<hr/>
Total for FACILITY MAINTENANCE					\$18,104.67

Fund: 291	HIGH SCHOOL STUDENT BODY				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
<hr/>					
AMAZON					
	124719	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$32.98
FAR WEST LEAGUE					
	124655	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$62.00
FRED MEYER CUSTOMER CHARGES					
	124657	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$187.56
GEIGER, SANDRA					27
	124658	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$18.00
MORIN'S SCREEN PRINT					
	124629	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL PROGRAMS	SUPPLIES	\$681.25
PRYOR, BRIGET					
	124634	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$80.00
QTEES					
	124635	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$385.00
	124669	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$231.00
					Total for QTEES
					\$616.00
UMPQUA BANK					
	0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$6,859.78
	0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$501.81
	0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL PROGRAMS	SUPPLIES	\$198.90
					Total for UMPQUA BANK
					<hr/>
Total for HIGH SCHOOL STUDENT BODY					\$9,238.28

Fund: 292 **AZALEA STUDENT BODY**

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
QTEES					
	124635	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$34.00
UMPQUA BANK					
	0	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$55.47
Total for AZALEA STUDENT BODY					\$89.47

Fund: 293 KALMIOPSIS STUDENT BODY

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
AAA STATE OF PLAY					
	124642	KALMIOPSIS STUDENT BODY	ELEMENTARY COCURRICULAR	SUPPLIES	\$2,000.00
FRED MEYER CUSTOMER CHARGES					
	124724	KALMIOPSIS STUDENT BODY	ELEMENTARY COCURRICULAR	SUPPLIES	\$197.65
Total for KALMIOPSIS STUDENT BODY					\$2,197.65

Fund: 299 Nutrition Services

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
CTR INC					
	124572	Nutrition Services	FOOD SERVICES	GARBAGE	\$1,148.54
ESS WEST, LLC					
	0	Nutrition Services	FOOD SERVICES	ESS Classified Substitutes	\$62.70
FRANZ FAMILY BAKERIES					
	124656	Nutrition Services	FOOD SERVICES	FOOD	\$594.37
SNA (SCHOOL NUTRITION ASSOCIATION)					
	124671	Nutrition Services	FOOD SERVICES	DUES AND FEES	\$142.50
SUNRISE DISTRIBUTORS INC					
	124598	Nutrition Services	FOOD SERVICES	FOOD	\$688.20
	124637	Nutrition Services	FOOD SERVICES	FOOD	\$1,307.02
	124673	Nutrition Services	FOOD SERVICES	FOOD	\$1,019.90
	124728	Nutrition Services	FOOD SERVICES	FOOD	\$996.00

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Total for SUNRISE DISTRIBUTORS INC \$4,011.12

SYSCO PORTLAND, INC.

	124638	Nutrition Services	FOOD SERVICES	FOOD	\$5,914.34
	124675	Nutrition Services	FOOD SERVICES	FOOD	\$3,171.59
	124729	Nutrition Services	FOOD SERVICES	FOOD	\$2,822.26

Total for SYSCO PORTLAND, INC. \$11,908.19

THE CLM GROUP, INC.

	124599	Nutrition Services	FOOD SERVICES	COMPUTER SOFTWARE	\$1,791.00
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UMPQUA BANK

	0	Nutrition Services	FOOD SERVICES	SUPPLIES	\$123.45
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US FOODS

	124601	Nutrition Services	FOOD SERVICES	FOOD	\$3,027.80
	124640	Nutrition Services	FOOD SERVICES	FOOD	\$2,449.51
	124678	Nutrition Services	FOOD SERVICES	FOOD	\$2,808.97

Total for US FOODS \$8,285.38

ZIPLY FIBER

	124681	Nutrition Services	FOOD SERVICES	TELEPHONE	\$155.55
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Total for Nutrition Services \$28,222.80

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria: Report Sort: Fund

From Date: 04/01/2021

To Date: 04/30/2021

Grand Total: \$395,656.51

Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$180,763.64
202	Title I-A	\$1,541.06
203	TITLE IIA - INNOVATIVE EDUCATI	\$300.00
204	Title IV Student Support and Enrich	\$32,945.00
208	IDEA GRANT	\$238.57
212	CARES ESSER	\$42,304.47
215	E-RATE FUTURE TECHNOLOGY I	\$7,599.72
218	Rural And Low Income Schools	\$11,855.23
221	YTP GRANT	\$591.53
237	TITLE III SECOND LANGUAGE	\$125.00
251	SCHOOL IMPROVEMENT ACCOU	\$50,000.00
252	HIGH SCHOOL SUCCESS - M98	\$687.99
255	STEM ECO	\$221.54
260	ALLCARE - GARDEN	\$0.00
274	HS Co-Curricular	\$5,438.21
275	Azalea MS Athletics	\$1,346.68
280	Farm to School - ED	\$1,845.00
285	FACILITY MAINTENANCE	\$18,104.67
291	HIGH SCHOOL STUDENT BODY	\$9,238.28
292	AZALEA STUDENT BODY	\$89.47
293	KALMIOPSIS STUDENT BODY	\$2,197.65
299	Nutrition Services	\$28,222.80

30

End of Report



District Administration Office

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo



Date: 5/10/2021
 To: David Marshall
 From: Helena Chirinian and Carol Leonard
 Cc:
 Re: Brookings Harbor Hire Recommendation- Certified

Name:	Nicholas Chapman
Current City/State:	Lebanon, OR
Certified Position:	Vice Principal – Kalmiopsis Elementary
Education:	BA – Mathematics Pacific University MA – Elementary Education The College of New Jersey MA – Education Administration The American College of Education
Most recent employment:	STEM Science Teacher – Lebanon Community School District
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Nick joins us with a wealth of experience in both elementary and middle school teaching, along with leadership roles in technology education for teachers. Our interview committee unanimously agreed he would make a great choice to help lead Kalmiopsis.



District Administration Office

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599

www.brookings.k12.or.us

Memo

Date: 4/20/2021
 To: David Marshall
 From: Helena Chirinian and Carol Leonard
 Cc: 
 Re: Brookings Harbor Hire Recommendation- Certified



Name:	April Hendrix
Current City/State:	Yuba City, CA
Certified Position:	Counselor at Kalmiopsis Elementary School
Education:	BA – California State University Chico – Psychology MA – Capella University – School Counseling
Most recent employment:	Counselor Yuba City Unified School District
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	April comes to us from YCUSD with 5 years of experience working as a school counselor at the High School level, she is super excited to work with younger students with a focus on social emotional learning. The hiring committee enjoyed her energy and look forward to her joining the Kalmiopsis team.



District Administration Office

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 5/4/2021
 To: David Marshall
 From: Helena Chirina and Carol Leonard
 Cc:
 Re: Brookings Harbor Hire Recommendation- Certified

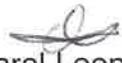
Name:	Cua Lee
Current City/State:	Crescent City, CA
Certified Position:	Music Teacher Kalmiopsis Elementary School
Education:	BA - California State University Humboldt Music Education
Most recent employment:	Student teaching Northern Humboldt Union High School
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Cua will be a great addition to the Kalmiopsis family, she will bring deep musical knowledge and excitement to build a music program to support our students.



District Administration Office

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 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 5/10/2021
 To: David Marshall 
 From: Helena Chirinian and Carol Leonard 
 Cc:
 Re: Brookings Harbor Hire Recommendation- Certified

Name:	April Thorson
Current City/State:	Brookings Oregon
Certified Position:	PE Teacher Kalmiopsis Elementary School
Education:	BA – Brigham Young University –Physical Education
Most recent employment:	Azalea Middle School PE Teacher
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	April joins the Kalmiopsis team with a wealth of experience in K-12 physical education! We are excited for her to join us and develop a PE program for Kalmiopsis.



BROOKINGS-HARBOR
 "Every Student Can Succeed"

District Administration Office

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599
 www.brookings.k12.or.us

Memo

Date: 4.28.2021
 To: David Marshall
 From: Angela Crum & Nicole Medrano
 Cc: Nathan Hanscam
 Re: Brookings Harbor Hire Recommendation - Licensed

Name:	Dan Dreweatt
Current City/State:	Tucson, AZ
Teaching Assignment/School:	AMS Special Education Teacher
Teaching Endorsements on License:	AZ Alternative Teaching Mild/Moderate Special Education K-12
Undergraduate College and GPA:	Northern Arizona University, 3.82 GPA
University where Teaching Degree was conferred:	Northern Arizona University
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	The data gathered by the hiring committee show that Dan has collaboration skills, a desire to learn and grown as a professional teacher, and the passion to support students with IEPs to be successful in school.



District Administration Office

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 04/27/2021
 To: Superintendent, David Marshall
 From: Nicole Medrano
 Cc: Nathan Hanscam
 Re: Brookings Harbor Hire Recommendation - Azalea Middle School 1.0 FTE BHOA Teacher

Name:	Melissa Courtnage
Current City/State:	Brookings, Oregon
Teaching Assignment/School:	AMS 6-8 BHOA Teacher
Teaching Endorsements on License:	USC Rossier and University of Oregon
Undergraduate College and GPA:	M.A. in History from University of Idaho-concentration in History of Medieval Europe, History of Medicine and History of Modern Europe. B.A. in History with minor in Music and Latin
University where Teaching Degree	USC Rossier and University of Oregon
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Mrs. Courtnage has taught at various levels from middle school to college level. She has the ability to design an online experience that is engaging for all students. She focuses on building strong relationships with her students, so the online experience is not disconnected. In addition, Ms. Courtnage has demonstrated she is self-determined and flexible. She has been a huge asset to AMS and will continue to develop a strong online program.



Brookings-Harbor School District 17C

564 Fern Ave
 Brookings, OR 97415
 Tel 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 5/12/2021
 To: BHSD 17C Board of Directors
 From: David Marshall, Superintendent
 cc: Nathan Hanscam, HR Coordinator
 Re: Brookings Harbor Hire Recommendation - Licensed

Name:	Kaitlyn Koepnick
Current City/State:	Tucson, AZ
Teaching Assignment/School:	School Nurse/ District Wide
Endorsements on License:	RN License
Undergraduate College and GPA:	University of Arizona
University where Teaching Degree was conferred:	University of Arizona, B.S.N.
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	



District Administration

Office

564 Fern Ave
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 4/21/2021
 To: Mr. David Marshall
 From: Marco Thorson
 Cc: Dede Corpening, Nathan Hanscam
 Re: Azalea Middle School Hire Recommendation- Assistant Boys Basketball Coach

Name:	Lori Cooper
Current City/State:	Brookings, Oregon
Classified Assignment/Location:	Azalea Assistant Boys Basketball Coach
Highest Diploma/Degree Earned, and from where?	Masters Degree, Lewis & Clark College
Most recent employment:	Brookings Harbor School District, Azalea Middle School PE Teacher
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Lori comes to us with extensive coaching experience, having coached multiple sports and levels for the last 38 years. Her wealth of local knowledge and expertise of the game of basketball will serve as great strengths in this coaching position.

Azalea Middle School

May Board Report
Azalea Middle School

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal is to improve student achievement.

AMS School Improvement Goal-ODE Guiding Principles: Ensure Safety and Wellness

- ❖ Social-Emotional Learning and trauma-informed practices.

As the year is finishing up, we will be conducting our final student perception survey. As we get the results we will share them with the school board. The final pieces, for this year, of our Positive Discipline work will be rooted in recovery of mistakes and apologies. We are looking forward to continuing this work next year as we build our MTSS.

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal is to improve student achievement.

AMS School Improvement Goal-ODE Guiding Principles: Cultivate connection and relationship

- ❖ Engagement through connections and relationships will increase attendance
- ❖ Establish relationships, maintain, and repair
- ❖ Welcoming environment
- ❖ Encouraging notes/feedback

Azalea Middle school has focused on making sure students feel connected to school. Our teachers have used LIPI to work one-on-one with those that may be hitting the yellow and red zone of attendance. In addition, SRO Johnson and our Vice Principal have worked diligently on meeting families and setting up plans of action. We are excited to report, of those meetings, 100% are now attending school on a regular basis.

Additionally, we are thrilled to offer Outdoor School for our 6th and 7th grade students this year. Students will be visiting Crissey Field to explore and learn about fire, stream ecology, wildlife, tracking, foraging and navigation. It is a wonderful opportunity for our students to engage in while building relationships with their teachers in a different setting.

BHSD Board Statement: Recruiting, developing, and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff.

BHSD District's goal is to recruit and retain highly qualified employees.

AMS School Improvement Goal: Provide ongoing professional development to staff.

Azalea has been participating in the MTSS training. Our leadership team is digging deep into practices that we have within our school to ensure we are supporting all learners. This work requires time, hard conversations, and accountability. I have been very impressed with the conversations and questions because of their level of investment. Our staff will continue this work next year within their grade level teams. The ultimate goal will be to have a system with high levels of fidelity to provide students with multiple levels of support for academics and SEL needs.

Thank you for your continued support as we serve our students and families.

Respectfully,
Nicole Medrano, Principal
Marco Thorson, Assistant Principal



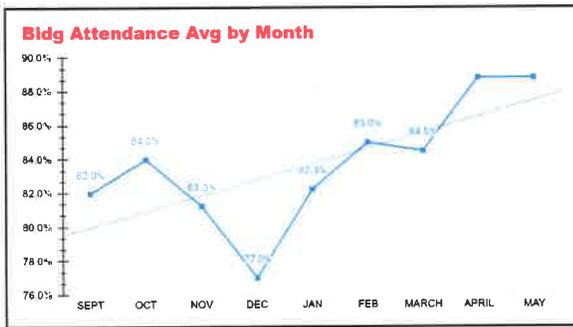
MAY 2021 BOARD REPORT

It's hard to believe that the end of the school year is only weeks away and that graduation for the Class of 2021 is on the horizon. It has been a challenging school year for our students and staff but we have learned a great deal about our resilience and our ability to problem solve. As we move forward, we look forward to continuing to learn about ways to implement technology and to meet the evolving needs of our students.

Focusing on Student Relationships: Social Emotional Learning

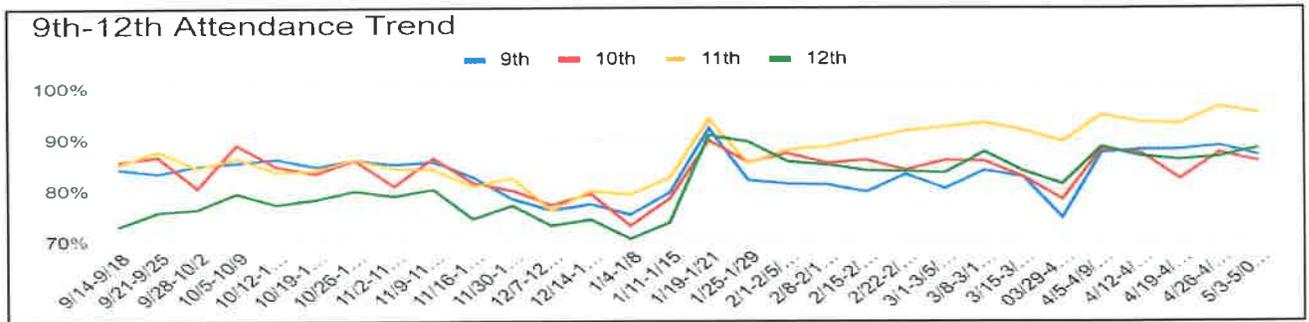
Our analysis of our final SEL survey showed that we grew the most in the category of relationships and were happy to see that almost 85% of our students feel connected to our staff. We were also happy to see that our students have grown in the area of self-efficacy and that they are beginning to feel more confidence and in control of their outcomes. This is a core area that we will continue to build upon.

Focusing on Student Success: Attendance (Goal: 85%)



Attendance has been a challenge this year, but with the return to school in January, we have seen significant increases in participation rates. We are excited to report that we have not only met our building goal of reaching 85%, but we have exceeded it and reached 89% in April and the start of May! We attribute this to the hard work of our students, teachers, administration, and SRO who have engaged in countless phone calls, attendance competitions, and dozens of home visits. We look forward to continuing these gains next year when we have a full day with students.

89%



Focusing on Student Success: Achievement

Summer School will expand its focus this year to include not only credit recovery, but also enrichment for credit, and 8th grade transition support. We hope that this enables our students to not only stay on track toward graduation but also to work ahead in order to engage in electives that support their career goals.

A recent survey of the incoming Class of 2025 revealed that fewer than 20% were excited about coming to high school and over 60% of them feel worried about the transition. 62% are nervous about the work being difficult and almost 20% fear not knowing where to go. We believe that implementing a 9th Grade Academy in the fall will assist in alleviating these worries while providing them with the support they need to have a successful first year in high school.

General Updates:

- 9-12+ Spanish Curriculum completed and will be implemented beginning next fall.
- High School Success Act 2021-2025 (Measure 98) has been approved by the ODE



District Administration Office

564 Fern Ave
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

May 12, 2021

Special Programs Board Report

To Brookings-Harbor School District Board:

In addition to the busyness of wrapping up this unique school year and the recruitment and hiring process, we are making preparations for summer programming for special education. We are pleased that staff showed interest in continuing their work with students this summer so they can maintain the skills gained during the 2020-2021 school year.

Special Education Extended School Year Services (ESY):

Note the definition of extended school year services from the Oregon Department of Education Policy and Procedures for Special Education Section 2: Free and Appropriate Public Education (FAPE) 581-015-2065:

- A. The District provides extended school year services if the child's IEP Team determines, on an individual basis, that the services are necessary for the provision of Free Appropriate Public Education. Extended School Year services mean special education and related services that are provided to a child with a disability beyond the normal school year in accordance with the child's IEP and are provided at no cost to the parents of the child.
- B. The purpose of ESY services is the maintenance of the child's learning skills or behavior, not the teaching of new skills or behaviors.
- C. The District has established criteria for determining the need for ESY services. Criteria must include regression and recoupment time based on documented evidence or, if no documented evidence, on predictions according to the professional judgment of the team.
- D. The District may not limit ESY services to particular categories of disability or limit the type, amount, or duration of those services.

We are pleased to offer ESY services to students who qualified through the IEP process. We will provide services during the first summer school session with the hope of providing some of the services in an inclusive model. For the first time since joining the district in 2017, there is a K-8 summer program scheduled and we look forward to seeking opportunities for students with disabilities to work side-by-side with their non-disabled peers.

We will provide breakfast, lunch, and transportation with the support of food services and the transportation department. We aim to have a fun summer of learning together!

Feel free to be in touch with me if you would like to observe our ESY program and learn more about these services.

Angela Crum
Director of Special Programs



Technology Department

629 Easy Street
Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

May 2021 Board Report

It seems like every month brings about drastic changes in our focus this year. This past month, we've been working with one foot in this year with the other in the upcoming school year. Our department has worked hard to keep all of the technology in the district up and running to meet the ever-evolving needs of staff and students alike.

While handling those tasks as they come in, we've also been working hard to get our online registration ready to go. We have updated and cleaned up our registration forms to ensure that they are ready for the upcoming school year. Kindergarten registration started this past week and they are using our online forms. Early reports are good that everything is working as expected. Online registration will open up en masse next week so Kindergarten roundup will serve as a great dry run to finish any tweaks that still need to happen.

"Spring" sports are wrapping up and "Winter" sports will begin their contests next week. We continue to livestream home games and anticipate this may become a greater need as we move back to indoor sports where we'll see more restrictions on fan attendance at contests. In other livestreaming news, we are beginning discussions this week regarding graduation and we'll prepare the equipment and resources needed to stream that event once again this spring. The equipment we have ordered to stream board meetings is nearly all on site now and we will be ready to stream the next board meeting.

Our department is currently testing sample equipment that we can use for conference rooms in each building. The plan is to find a system that will be secure while also making it easy for users (staff, students, or visitors) connect to the system to display and share their screens during a meeting. We are currently testing with a variety of devices to ensure users will be able to connect regardless of their specific device.



Maintenance Department

750 Fern Avenue
Brookings, OR 97415

541 469-7131

Fax 541 469-6599

www.brookings.k12.or.us

To: *Brookings Harbor 17C School Board*

Re: *Maintenance Report May 13, 2021*

- The new lockers for the boy's locker room at the high school should be delivered any day now.
- S.O.S alarm is all ready to go this summer. They will be adding the 14 new mag locks around the district.
- We conducted our monthly safety meeting on 5/12/2021. Next month we will have our classroom hazard inspection.
- Every Tuesday, I have my weekly head custodian meeting to go over custodial needs and school dude tickets.
- 80 ductless units are on their way. They will be delivered directly to the district.
- Brookings Lock has the master key list done and is starting to cut keys and set the new slugs to the key list.
- Quality Fence is scheduled to start the fencing project this summer.
- We will begin to set up the stage for graduation next week.



**Brookings Harbor School
District Food Program**

629 Easy Street
Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

May 11, 2021

The following attachment is a summer foods flyer that will go out for informational purposes. In April, between all three schools and the Grab n Go, we had 10,426 breakfast meals go out the door and 11,601 lunches. We are gearing up for the continuance of the summer food program throughout the summer to help support summer school and the community's children.

Thank you.

Cindy Badger
BHSD Food Service Director



SUMMER FOOD PROGRAM



FREE FOOD FOR AGES 1-18 YEARS OF AGE

WHAT IS THE SUMMER FOOD SERVICE PROGRAM?

The summer food service program provides healthy meals to children, age 18 and younger, free With summer meals, children get the nutrition they need to learn, play, and grow, during vacation when they do not eat at school. Children that attend camps, day care, tournaments, practices, playing outside, riding bikes/skateboards, summer school, clubs, and just hanging out with friends are all welcome to participate **AT NO COST!** This year will be a walk up, grab, and go due to COVID safety and restrictions.

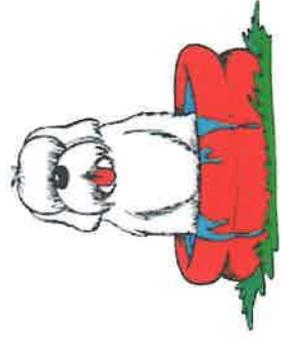
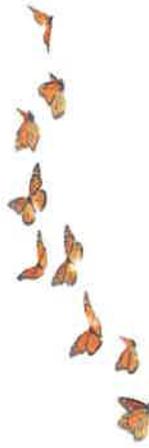


WHERE:

Entrance is located at the back parking lot of Brookings-Harbor High school Cafeteria off Easy St. Look for the big banner and signs to the side door of the cafeteria.

WHEN:

June 14- August 19
(MONDAY-THURSDAY)



TIME:

Breakfast starts at 7:30 to 9 *Lunch* starts at 10:45- 12:30

Please call Cindy Badger at (541)469-2108 x 8 with any questions about the summer food program.



Office

Transportation

750 Fern Ave.
Brookings, OR 97415
541 469-2666
Fax 541 469-6599
www.brookings.k12.or.us

Board Report April. 2021

April can only be described as the perfect storm month with illness, quarantine, trips and bus breakdowns. Thank You team for being available to do whatever was necessary to get the job done.

We are in the process of preparing for summer school's busing needs. Some of the team will be leaving during the course of the coming school year, so we are actively looking for more drivers.

The majority of the buses are back and running with all routes and trips being covered.

Thank You,
Allen J. Walz

BROOKINGS HARBOR SCHOOL DISTRICT 17C

Fiscal Year 2020-2021

	1st Quarter	1st Quarter	2nd Quarter	2nd Quarter	3rd Quarter	3rd Quarter	4th Quarter	4th Quarter	Projected	2020-21	Projected YTD
4/30/2021	YTD	% of Budget	YTD	% of Budget	YTD	% of Budget	Projected YTD	as % of Budget	YTD Total	Budget	as % of Budget
REVENUES											
*Property Taxes	23,110	0.4%	5,552,347	91.8%	412,230	98.6%	225,125	102.3%	6,212,812	6,072,656	102.3%
Other Local	17,101	7.6%	50,753	30.1%	12,004	35.4%	20,310	44.4%	100,169	225,652	44.4%
*Intermediate Sources (Cnty Sch Fund)	136,148	104.7%	0	104.7%	0	104.7%	0	104.7%	136,148	130,000	104.7%
ESD Flow-Thru		0.0%		0.0%		0.0%	513,000	100.0%	513,000	513,000	100.0%
*State School Fund	3,183,996	33.1%	2,387,280	57.9%	2,374,621	82.6%	1,606,478	99.3%	9,552,375	9,622,814	99.3%
*State Srcs (St Timber, Common Sch Fund)	0	0.0%	0	0.0%	67,613	44.8%	67,613	89.6%	135,226	150,919	89.6%
*Federal Forest fees	0	0.0%	0	0.0%	0	0.0%	244,096	97.6%	244,096	250,000	97.6%
Interfund Transfer	225,000	100.0%	0	100.0%	0	100.0%	0	100.0%	225,000	225,000	100.0%
Beginning fund balance	1,618,135	95.2%	0	95.2%	0	95.2%	0	95.2%	1,618,135	1,700,000	95.2%
Total Period Revenues	5,203,490		7,990,380		2,869,863		2,676,622		18,736,961		
Cumulative Revenues	5,203,490	27.5%	13,193,871	69.8%	16,063,733	85.0%	18,740,355	99.2%	18,736,961	18,890,041	99.2%
*Offset State Revenue Formula											

47

EXPENDITURES by Object

Salaries	1,074,640	12.6%	2,055,838	36.8%	2,109,386	61.7%	3,178,116	99.1%	8,417,980	8,496,654	99.1%
Employee Benefits	511,326	11.1%	1,046,541	33.9%	1,066,077	57.1%	1,604,812	92.0%	4,228,755	4,598,123	92.0%
Purchased Services	232,061	14.1%	357,584	35.9%	302,409	54.3%	422,070	79.9%	1,314,124	1,644,224	79.9%
Supplies/Materials	283,463	40.8%	77,480	52.0%	33,730	56.8%	54,446	64.7%	449,119	694,320	64.7%
Capital Outlay	90,400	-100.0%	0	-100.0%	0	-100.0%	0	-100.0%	90,400	0	-100.0%
Other Objects	225,870	16.6%	218,749	32.8%	6,667	33.3%	935,851	102.2%	1,387,137	1,356,966	102.2%
Transfers	683,000	100.0%	0	100.0%	0	100.0%	0	100.0%	683,000	683,000	100.0%
Contingency & Reserves	0	0.0%	0	0.0%	0	0.0%	1,416,754	100.0%	1,416,754	1,416,754	100.0%
Total Period Expenditures	3,100,760		3,756,191		3,518,268		7,637,049		18,012,269	18,890,041	95.4%
Cumulative Expenditures	3,100,760	16.4%	6,856,952	36.3%	10,375,220	54.9%	18,012,269	95.4%			
Cumulative Month-end Fund Balance	2,102,730		6,336,919		5,688,513		728,086		724,692		

Informational only:

EXPENDITURES by Function

Instruction	771,637	8.4%	2,144,938	31.6%	1,852,806	51.6%	4,239,838	97.5%	9,009,218	9,236,826	97.5%
Supporting Services	1,643,906	21.8%	1,609,038	43.1%	1,663,245	65.2%	1,884,083	90.1%	6,800,271	7,544,590	90.1%
Other Uses	685,218	99.0%	2,218	99.4%	2,218	99.7%	96,373	113.6%	786,026	691,871	113.6%
Contingency & Reserves	0	0.0%	0	0.0%	0	0.0%	1,416,754	100.0%	1,416,754	1,416,754	100.0%
Total Period Expenditures	3,100,760	16.4%	3,756,193	36.3%	3,518,268	54.9%	7,637,048	95.4%	18,012,269	18,890,041	95.4%

BROOKINGS-HARBOR SCHOOL DISTRICT

ENROLLMENT COMPARISON 2020-2021/2019-2020/2018-2019

Current as of May 13 , 2021

GR	SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER				JANUARY		FEBRUARY			MARCH			APRIL			MAY			JUNE				
	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020
K	83	112	106	85	113	107	81	111	106	81	110	108	82	108	109	83	108	109	84	109	107	85	109	106	84	109	105	109	103	103	130	
1	101	96	133	100	97	133	100	97	134	99	96	133	100	97	132	102	98	130	103	97	129	105	97	127	105	97	128	97	127	111		
2	84	122	112	81	122	111	79	121	110	79	121	109	80	120	111	80	119	111	83	119	111	84	119	111	82	119	111	119	105	145		
3	111	109	144	111	110	147	112	110	145	111	110	145	113	111	145	115	110	144	113	108	142	113	108	142	113	108	145	108	146	109		
4	97	147	111	97	149	110	97	152	110	93	151	109	93	149	108	92	145	111	91	147	111	92	147	110	90	147	112	147	110	123		
5	130	112	123	127	112	121	124	112	122	124	113	123	124	112	121	125	112	123	127	113	122	127	113	122	128	113	123	113	122	121		
	606	698	729	601	703	729	593	703	727	587	701	727	592	698	726	597	692	728	601	693	722	606	693	718	602	693	724	693	713	739		
6	102	129	114	96	128	111	97	127	114	95	125	115	95	124	115	96	123	117	98	124	116	98	124	116	98	124	115	124	113	115		
7	116	117	120	111	117	120	112	116	121	112	117	121	114	116	120	112	115	122	114	115	123	113	115	122	111	115	120	115	118	104		
8	114	128	110	111	128	112	113	128	106	111	126	106	113	127	107	114	125	109	113	124	106	114	124	106	114	124	105	124	103	125		
	332	374	344	318	373	343	322	371	341	318	368	342	322	367	342	322	363	348	325	360	345	325	363	344	323	363	340	363	334	344		
9	130	119	125	127	119	125	129	118	126	125	118	126	127	118	126	127	118	124	129	114	123	129	114	122	129	114	122	114	123	119		
10	104	129	121	104	129	119	107	128	122	105	126	121	106	123	121	104	126	122	104	122	120	106	122	119	105	122	119	122	118	111		
11	126	114	115	124	113	112	126	112	111	123	111	114	121	112	114	120	108	110	121	108	109	123	108	109	123	108	107	108	107	128		
12	132	114	141	129	115	133	129	116	133	127	113	135	127	113	136	126	113	133	126	114	135	125	114	133	122	114	131	114	128	121		
	492	476	502	484	473	489	491	474	492	480	468	496	481	466	497	477	465	489	480	458	487	483	458	483	479	458	479	458	476	479		
Beyond																															3	
	492	476	502	484	473	489	491	474	492	480	468	496	481	466	497	477	465	489	480	458	487	483	458	483	479	458	479	458	476	482		
TOT	1430	1548	1575	1403	1552	1561	1406	1548	1560	1385	1537	1565	1395	1531	1565	1396	1519	1565	1406	1514	1554	1414	1514	1545	1404	1514	1543	1514	1523	1565		



Brookings Harbor School District 17C

564 Fern Ave.
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

To: The Honorable Chair and Members
Brookings Harbor School District 17C

From: David Marshall, Superintendent
Dede Corpening, Associate Director of Fiscal Services

Date: May 13, 2021 **Meeting Date:** May 19, 2021

Re: Recommendation for Award of Contract for Audit Services

The district received two audit services RFP responses, one from KDP, LLC and one from Pauly, Rogers and Co., P.C. Both vendors completed thoughtful and comprehensive responses to the district's RFP. After careful review and consideration, the District scoring committee recommends that the District enter into an audit services contract with Pauly, Rogers and Co., P.C.

Pauly, Rogers and Co., P.C. is an accounting firm of good reputation. Their proposal showed their breadth of experience. They currently audit sixty-two school districts in the state of Oregon. They have an experienced and qualified staff able to meet the districts auditing needs.

We are asking that the School Board to award the 2021-2026 audit services contact to Pauly, Rogers and Co., P.C.



Brookings Harbor School District 17C

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To: The Honorable Chair and Members
Brookings Harbor School District 17C

From: David Marshall, Superintendent
Dede Corpening, Associate Director of Fiscal Services

Date: May 13, 2021 **Meeting Date:** May 19, 2021

Re: Recommendation for Award of Contract for Audit Services

Board Approval

The Brookings Harbor School District 17C approves Pauly Rogers and Co., P.C. to be the official auditors for the school district 2021-2026.

Motion Approved

Board Chair
Alan Nidiffer

Job Descriptions

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of position responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

"Attendance standards" as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the district.

Job descriptions will be developed under the supervision of the superintendent for each position in the district. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in a document titled *Job Descriptions for the Brookings-Harbor School District*. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her job description. Each employee shall affix his/her signature and date after having read the job description.

Job descriptions will be reviewed annually. Initial or revised job descriptions will be approved by the superintendent. ~~and will be presented to the Board for a resolution rescinding those that have been replaced and accepting new ones.~~

END OF POLICY

Legal Reference(s):

[ORS 342.850\(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act

GCBDB/GDBDB - Early Return to Work

GD - Classified Staff/Classified Staff Positions

Brookings-Harbor School District 17C

Code: **CBA**
Adopted: 11/17/04
Revised/Readopted: 3/04/10; 1/15/14

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

- QUALIFICATIONS:
1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
 2. Successful experience as an educational leader and administrator;
 3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator license requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;
 4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

PERFORMANCE RESPONSIBILITIES

Leadership and District Culture

The superintendent will:

5. Facilitate a community process to develop and implement a shared vision that focuses on teaching and learning;
6. Promote academic rigor that focuses on learning and excellence for schools;
7. Create and support a community of learners that empowers others to reach high levels of performance to achieve the school's vision;
8. Model learning for staff and students;

9. Promote understanding and celebrating school/community cultures;
10. Promote and expect a school-based climate of tolerance, acceptance and civility;
11. Develop, implement, promote and monitor continuous improvement processes.

Policy and Governance

The superintendent will:

1. Understand and articulate the system of public school governance and differentiate between policy making and administrative roles;
2. Establish procedures for superintendent/Board interpersonal and working relationships;
3. Promote shared decision making as pervasive throughout the system;
4. Scan environment to create a data-based framework for policy development;
5. Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools;
6. Work collaboratively with local governments, other colleagues, professional organizations, business and community groups in furthering educational goals;
7. Use legal counsel in governance and procedures to avoid civil and criminal liabilities.

Communications and Community Relations

The superintendent will:

1. Clearly articulate district vision, mission and priorities to community and media;
2. Demonstrate understanding of political forces and skills to build coalitions for educational process;
3. Develop formal and informal techniques to gain external perceptions of district;
4. Demonstrate effective communication skills (written, verbal and nonverbal contexts, formal and informal settings, large and small group and one-on-one environments);
5. Promote involvement of all stakeholders to fully participate in the process of schooling;
6. Demonstrate mediation and conflict resolution skills;
7. Establish effective school/community relations, school/business partnerships and public service;
8. Understand the role of media in shaping and forming opinions as well as how to work with media;
9. Develop and carry out internal and external communication plans.

Organizational Management

The superintendent will:

1. Frame, analyze and resolve problems using effective problem-solving techniques and decision-making skills;
2. Exhibit sound organizational and personal planning and time management skills including appropriate delegation of responsibilities;
3. Acquire, allocate and manage all resources to ensure successful student learning;
4. Demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring;
5. Articulate budget complexities to public in respectful, understandable manner;
6. Demonstrate the ability to use technology to enhance administering business, student and other information and support systems;
7. Develop and monitor long-range plans for school and district technology and information systems, making informed decisions about computer hardware, software and staff development and training needs;
8. Demonstrate knowledge of school facilities and develop a process that builds internal and public support for facility needs, including bond issues;
9. Establish procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.

Curriculum Planning and Development

The superintendent will:

1. Develop core curriculum design and delivery system based on academic content and assessment standards and best practices;
2. Establish curriculum planning to anticipate occupational trends and school-to-career needs;
3. Use child development and learning theories and the process to create developmentally appropriate curriculum and instruction which identifies all children with disabilities, regardless of the severity of their disabilities;
4. Include the use of computers, the Internet, networking, distance learning and other technologies in educational programming;
5. Assess student progress using a variety of appropriate techniques;
6. Involve faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.

Instructional Leadership

The superintendent will:

1. Collaboratively develop, implement and monitor change process to improve student and adult learning;
2. Implement appropriate safety and security practices in schools;
3. Formulate plan to assess appropriate teaching methods, classroom management and strategies for all learners. Ensure that staff members are knowledgeable about the characteristics of disabilities and the referral procedures for students, including preschool children, suspected of having disabilities;
4. Analyze available instructional resources, including applications of technology, and assign them in a cost-effective and equitable manner to enhance student outcomes;
5. Establish instructional strategies that include cultural diversity and differences in learning styles;
6. Apply effective methods of providing, monitoring, evaluating and reporting student achievement and using good research and assessments to improve the learning process;
7. Encourage various staffing patterns, student grouping plans, class scheduling plans, school organizational structures and facilities design processes to support various teaching strategies and desired student outcomes.

Human Resources Leadership

The superintendent will:

1. Work with faculty and other stakeholders to identify system and staff needs and organize, facilitate and evaluate effective professional development focusing on integrating district and school priorities, improving student learning and applying effective adult learning strategies;
2. Demonstrate use of system and staff evaluation data for personnel policies, decision making, promotion of career growth and professional development;
3. Diagnose and improve organizational morale;
4. Identify and apply appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity;
5. Assess individual and institutional sources of stress and develop methods for reducing stress;
6. Establish student personnel practices and procedures, including effective student information systems.

Values and Ethics of Leadership

The superintendent will:

1. Exhibit multicultural and ethnic understanding and sensitivity;

2. Describe role of schooling in a democratic society;
3. Manifest a professional code of ethics and demonstrate personal integrity;
4. Model accepted moral and ethical standards in all interactions;
5. Explore and develop ways to find common ground in dealing with difficult and divisive issues;
6. Promote the value that moral and ethical practices are established and practiced in every classroom, every school and throughout the district.

Labor Relations

The superintendent will:

1. Develop bargaining strategies based upon collective bargaining laws and processes;
2. Identify contract language issues and propose modifications;
3. Participate in the collective bargaining processes as determined by the Board;

END OF POLICY

Legal Reference(s):

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

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

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

Brookings-Harbor School District 17C

Code: CBA
Adopted:

Qualifications and Duties of the Superintendent

{Braced guidance to be removed prior to adoption.}

OSBA has reduced the number of samples of this policy from four to one. Each of the four current versions outline the qualifications for a superintendent, followed by lists of expectations and responsibilities. Districts do not need to delete their current version simply because it does not match this policy, rather OSBA recommends that boards review their current policy and this sample to determine what works best for the district. While many of the provisions in this policy are rooted in law, they are not required to be included in this policy; the district has discretion of what to include here. OSBA recommends the board review the superintendent's contract and evaluation materials to ensure there are no inconsistencies or contradictions.

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

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

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

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;

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

7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

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

Specific Functions

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

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

{² Review policy BDDC to ensure consistency.}

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

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

END OF POLICY

Legal Reference(s):

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

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

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

Brookings-Harbor School District 17C

Code: IIBGA
Adopted: 11/19/01
Revised/Readopted: 10/22/03; 7/19/06; 3/04/10;
5/20/15
Orig. Code: IIBGA

Electronic Communications System

~~The Board is committed to the development and establishment of a quality, equitable and cost effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.~~

The district's **electronic communication** system will be used to provide statewide, national and global communications opportunities for staff and students **and for the advancement and promotion of teaching and learning.**

The superintendent will establish administrative regulations for the use of the district's **electronic communication** system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. **Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;**
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, **social media, chat rooms and other forms of direct electronic communication** ~~communications~~;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; **and**
8. Installing measures designed to restrict minors' access to materials harmful to minors ~~;~~

9. ~~Administrative regulations developed shall ensure educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms.~~

~~The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).~~

Administrative

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Standards and Practices Commission, copyright law, and will include a complaint procedure for reporting violations.

~~The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.~~

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations may will result in discipline up to and including expulsion. Staff violations may will also result in discipline up to and including dismissal. Violations of law may will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

¹ If the district allows staff to download and store district proprietary information, including personally recognizable information about district students or staff, OSBA recommends including this content and an indicated related item in the model administrative regulation. See #3 on page 2 of model sample administrative regulation IIBGA-AR.

[ORS 167.060 - 167.100](#)
[ORS Chapter 192](#)
[ORS 260.432](#)
[ORS 332.107](#)

[ORS 339.250](#)
[ORS 339.270](#)
[OAR 581-021-0050](#)
[OAR 581-021-0055](#)

[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l) (2018); 47 C.F.R. Section 54.520 (2019).
Copyrights, 17, U.S.C. §§ 101-1332 (2018); 19 C.F.R. Part 133 (2020).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2018).
Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8107 (2018); 34 C.F.R. Part 84, Subpart F (2020).
Controlled Substances Act, 21 U.S.C. § 812, Schedules I through V (2018); 21 C.F.R. §§ 1308.11-1308.15 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018); 34 C.F.R. Part 99 (2020).
Every Student Succeeds Act, 20 U.S.C. § 7131 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Brookings-Harbor School District 17C

Code: INDB
Adopted: 12/13/99
Revised/Readopted: 10/22/03; 3/18/15; 6/17/15;
4/20/16
Orig. Code: INDB

Flag Displays and Salutes

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building, under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time as the Board deems deem proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law¹ and in the same manner as a U.S. and Oregon State flag.

~~The district shall obtain and display a U.S. United States flag of an appropriate size for shall also be displayed in each classroom.~~

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the U.S. United States flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

~~The administration shall encourage faculty and staff to lead students in reciting *The Pledge of Allegiance* each school day throughout the year.~~

A flag salute may be implemented at ~~other appropriate occasions, such as~~ assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times ~~determined~~ deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute ~~administration~~.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours. The location of the flag will be determined by the district in consultation with the requesting sovereign tribal government.

~~Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.~~

END OF POLICY

¹ The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously. [However, all district buildings on or near where it is customary and suitable to display the U.S. flag that are newly constructed on or after January 1, 2018 shall include sufficient infrastructure to properly display the U.S. flag, Oregon State flag, and National League of Families' POW/MIA flag simultaneously.]

Legal Reference(s):

[ORS 186.110](#)

[ORS 332.107](#)

[ORS 336.067](#)

[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

Brookings-Harbor School District 17C

Code: JGA
Adopted: 12/04/95
Revised/Readopted: 10/22/03; 3/04/10; 3/18/15
Orig. Code: JGA

Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their~~his/her~~ supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to ~~in his/her professional judgment~~, the extent the application of physical force is consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited ~~prevent a student~~ ~~harming self, others or doing harm to school~~ ~~property~~ ~~district~~ ~~property~~. The superintendent shall inform all staff members and volunteers of this policy. ~~Physical force shall not be used to discipline or punish a student.~~ ~~necessary to~~

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)

[OAR 584-020-0040](#)

[OAR 581-021-0050 – 0075](#)

Brookings-Harbor School District 17C

Code: JHCA/JHCB
Adopted: 1/18/88
Revised/Readopted: 5/02/18
Orig. Code: JHCA; JHCB

Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening**

Immunization

Proof of immunization must be presented ~~at prior to~~ the time of initial enrollment in school or within 30 days of transfer to the district ~~in accordance with Oregon law~~. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, ~~or~~ a religious, philosophical beliefs and/or medical exemption ~~or immunity documentation~~.²

Physical Examination

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their student in the district and when registering them for ~~seventh~~ grade 7.

All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination³ form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent or guardian and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

¹ The district shall immediately enroll a homeless student in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ Form available at ~~HYPERLINK~~ "<http://www.osaa.org>" <http://www.osaa.org/governance/forms>

Vision Screening or Eye Examination

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.

Dental Screening

The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.

The parent or guardian of a student who is 7 years of age or younger, and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or
3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
 - a. The cost of obtaining the dental screening is too high;
 - b. The student does not have access to an approved screener;
 - c. The student was unable to obtain an appointment with an approved screener.

The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:

1. Student's name;

2. Date of screening; and
3. Name of entity conducting the dental screening.

The district shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year. If the district is causing the dental screening to be conducted, the district will follow the notice requirements in accordance with ~~ef~~ law.

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)
[ORS 336.211](#)
[ORS 336.213](#)
[ORS 336.214](#)

[ORS 336.479](#)
[ORS 433.235 - 433.280](#)
[OAR 333-019-0010](#)
[OAR 333-050-0010 - 050-0120](#)

[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0041](#)
[OAR 581-022-2220](#)

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2020).
OREGON SCHOOL ACTIVITIES ASSOCIATION, *OSAA HANDBOOK*.

In 2020-21, The Brookings-Harbor School Board will ...

... continue to work collaboratively with the superintendent and District Leadership Team (DLT) to monitor the district's priorities and corresponding strategic plan. The Board will calendar and execute at least 3 monitoring sessions for the 2020-21 school year. (4C)

... receive (*and provide feedback as appropriate*) regular strategic plan updates from the superintendent and/or designee. The board will calendar (at least 4) strategic plan updates to be presented at regular board meetings in the 2020-21 school year. (4A)

... review the following board policies and/or administrative procedures for the following.

- Long term facilities plan for construction and maintenance
- Technology plan including evaluation and updating of hardware/software
- Regular evaluation of curriculum/supplementary materials
- Curriculum selection process/policy including the involvement of parents, community and staff

The board will review any related policies and modify, as necessary. The board will receive updates (and provide appropriate feedback) on any related administrative procedures. All four review sessions will be concluded no later than April 1st, 2021. (3C)

District Goal: Student Success

Description of Student Success:

Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

District Goal: Staff Recruitment/Retention

Description of Staff Recruitment/Retention

Recruiting, developing and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff

District Goal: Relationships

Description of Relationships

To intentionally build meaningful relationships with students, staff, families and community with trust and respect to create a positive culture to invest in every student's future.