Alsea School Board Meeting

Tuesday, July 22, 2025 6:00 PM
Alsea School Library, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
   a. Flag Salute
   b. Approval of Agenda
2. **Consent Agenda**
   a. Approval of Minutes
      i. Regular Board Meeting - 06.10.2025

Alsea School Board Meeting
Tuesday, June 10, 2025
6:00 PM
Alsea School Library

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

Board Members Present: Risteen Follett, Soren Rounds, Jamie Olsen, Russ Ceperich
Board Members Absent: None
Staff Present: Krista Nieraeth, Don Staehely, Lora Nickle. Present online – Heather Shunk, Adam Sederlin, Joe Harris, Brynn Campbell
Patrons Present: George Laiblin, Kathi Gamler, Tracy Foster, Kristen Nelson, Nathan Cortez, Attending online - Chris Giggy and Nancy Giggy, Carmen Martin

1. **Call to order – 6:03 PM**
2. Approval of Agenda
   Agenda approved with the following additions:
   6e – Swearing in of new Board member, George Laiblin
   6f – Move the July meeting date
   6g – Set Superintendent salary
   6h – Superintendent of record
3. **Consent Agenda**
   a. Approval of Minutes
      i. 5.13.2025 Board Meeting Minutes
      ii. 5.19.2025 Seismic Grant Meeting Minutes
      iii. 5.20.2025 Budget Committee Meeting Minutes
   b. Hires:
      Jessica Ewton - 7-12 Science Teacher
      Sarah Roy - 6th Grade Teacher
   c. Monthly Financial Checklist

   Jamie Olsen pointed out an error in the May minutes. Soren Rounds motioned to approve the consent agenda with 05.13.202 minutes amended. Russ Ceperich seconded the motion. Motion carried 4-0.
4. **Patron Comments:**
   None
5. **Reports**
   a. Educational Spotlight - High Dosage Tutoring
      Mrs. Shunk, Mr. Sederlin and Ms. Nieraeth presented their report to the Board. The document is available online. The Board asked questions.
   b. Superintendent and K-12 Principal Reports
      i. Enrollment Report
      ii. Regular Attenders
      Ms. Nieraeth presented her reports to the Board. The documents are available online.
   c. K-5 LaHO Principal Report
      Mrs. Shunk presented her report to the Board. The document is available online.

d. Athletics and Activities
Mr. Harris presented his report to the Board. The document is available online.

e. Business Manager Report
Mr. Staehely presented his reports to the Board. The documents are available online.

f. Construction and Seismic Report
Chris and Nancy Giggy presented their report to the Board. The document is available online.

g. Safety Committee Report
Mrs. Nickle presented her report to the Board. The Safety Committee is continuing to work to resolve the issues that were recommended. The minor issues have been resolved. The moderate issues will be completed over the summer.

6. **New Business**

a. Proposed Budget Approval
Jamie Olsen motioned to adopt Resolution 25-08 which includes adopting the budget, making appropriations, imposing the tax and categorizing the tax as presented. Russ Ceperich seconded the motion. Motion carried 4-0

b. WHA Insurance Options for 25-26
Kristen Nelson and Nathan Cortez from WHA Insurance presented their packet to the Board. The document is available online. The Board discussed at length.
Russ Ceperich motioned to approve the WHA Property and Casualty Insurance package for Education with the addition of added coverage for Risk Management. Jamie Olsen seconded the motion. Motion carried 4-0

c. Classified, Administrative, Supervisory and Confidential Salary Increase Approval
Ms. Nieraeth presented her proposal to the Board. The document is available online. The Board discussed.
Jamie motioned to approve the proposed salary scale for the 2025-26 school year as presented. Soren Rounds seconded the motion. The Board discussed at length. Motion carried 4-0

d. Personal Service Contract - Business Manager
Ms. Nieraeth presented her proposal to the Board. The document is available online.
Russ Ceperich motioned to approve the Personal Service Contract for Mr. Staehely as presented. Jamie Olsen seconded the motion. The Board discussed. Motion carried 4-0

e. Swearing in of new Board Member
Russ Ceperich motioned to approve swearing in George Laiblin for position 2 of the Alsea School Board of Directors. Jamie Olsen seconded the motion. Motion carried 4-0.
Risteen Follett swore in George Laiblin.

f. Move the date of the July meeting.
Risteen Follett requested to move the Board meeting. July 22nd or 29th was proposed. Agenda meeting will be Monday July 14. The Board discussed and selected moving the July Board meeting to July 22nd at 6:00 PM.

g. Salary schedule for the new superintendent.
Risteen Follett presented the salary range created by Mr. Staehely. The Board discussed at length. Jamie Olsen motioned to set the superintendent salary to a range $130k - $140k not to exceed $155k annually with a monthly benefit package of $1400. Soren Rounds seconded the motion. Motion carried 4-0

h. Superintendent of record
Ms. Nieraeth reached out to the ESD for what their rate would be if Alsea SD needed a Superintendent of Record during the transition of securing an Interim Superintendent. The ESD gave her a quote of $165 hr. Ms. Nieraeth offered to be a Superintendent of Record if needed for $65 hr. with the understanding that this work would be done during evenings or weekends. Russ Ceperich motioned to accept Ms. Nieraeth's offer to be the superintendent of record from July 1-July 31 at a rate of $65 hr. for billed hours of time including mileage as needed. Jamie Olsen seconded the motion. The Board discussed. Motion carried 4-0

7. **Old Business**
   a. Review of IIBG and IIBG-AR
   Ms. Nieraeth updated the Board on the process of creating these policies. She let the Board know that she has asked OSBA for guidance in writing these policies. OSBA did caution using the word(s) "harmful". Ms. Nieraeth will clean up the language and present it to the next Superintendent and have it ready for the First Read at the July Board meeting.
8. **First Reading *(Shaded words are new/strikethroughs are deleted)**
9. **Second Reading**
10. **Board Comments**
    Russ Ceperich thanked Ms. Nieraeth for all that she has done for our district and students.
11. **Future Agenda Items**
12. **Key Dates**
    June 12th - Last Day for Students, Early Release 12:35
    June 13th - Teacher Workday
    July 8th - Regular School Board Meeting 8:15
13. Move to Executive Session – 8:25
14. Executive Session
    - To consider the employment of a public officer, employee, staff member or individual agent. ORS 192.660(2)(a)
15. Adjournment of Executive Session – 10:07 PM
16. Return to Regular Session – 10:08 PM
17. Adjournment – 10:08 PM

_____ _____

Board Chair Date Stacy Knudson, Interim Superintendent Date

ii. Budget Hearing - 06.10.2025

Budget Hearing
Tuesday, June 10, 2025
6:00 PM
Alsea School Library

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

Board Members Present: Risteen Follett, Soren Rounds, Jamie Olsen, Russ Ceperich
Staff: Krista Nieraeth, Don Staehely, Lora Nickle
Budget Committee Members: Tracy Foster, Kathi Gamler
Patrons: George Laiblin, Kristin Nelson, Nathan Cortez

1. Call to Order – 6:00 PM
   a. Flag Salute
2. Review Budget
   a. Summary of Resources
   b. Summary of Requirements
   c. 25-26 Budget Approval Resolution - signed
   d. Budget Hearing Form

   Mr. Staehely presented his reports to the Board. The documents are available online.
3. Public Comments: None
4. Close Budget Hearing – Adjournment – 6:03 PM

_____ _____

Board Chair Date Stacy Knudson, Interim Superintendent Date

b. Month-End Reconciliation and Financial Review - June 2025

MONTH END RECONCILIATIONS AND FINANCIAL REVIEW REPORT

Month: June 2025

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

Roxie Smallwood, Human Resource — Date: 07-14-2025

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

Brynn Campbell, Accounts Payable/Receivable — Date: 7/14/25

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

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

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

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

7. Other

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

☐ Yes

☑ None

STACY HAS Replaced KRISTA ON ALL Approvals.

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

☐ Yes, list below:

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

☑ None

☐ Yes, list below:

Donald Staehely, Business Manager — 7-14-25 Date

Deposits, Checks, Vouchers

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

☑ Has the Board of Directors responded to any matters?

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

☑ None

Stacy Knudson, Interim Superintendent — 7.17.25 Date

Revised 6/2/2025

c. Hire - Josh Cleveland, Food Service Assistant

3. **Patron Comments:**

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

4. **Reports**

a. Superintendent Report

Alsea School District

July 2025 Board Meeting Board Report

Stacy Knudson, Superintendent and Special Education Director

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1. Facilities - Seismic Grant

The seismic project is progressing nicely, with incredible upgrades to our building. We are slightly behind schedule which will require a delayed start to the 2025-26 school year for students. They are now projected to complete on August 25th with cleaning to follow. Thank you to Chris and Nancy Giggy for all their help in ensuring that things are moving along with schedule, as well as ensuring that the right questions are being asked.

Athletics Fall practice date is August 18th and Joe Harris is working with coaches and surrounding schools to secure alternate practice facilities. That information will be shared to all stakeholders once it is finalized.

2. Human Resources / Payroll

Don Staehely and Roxie Smallwood have been working hard to get calendars set, payroll set up based on the calendars, and contracts ready for the start of the school year. We have systems and processes in place that they have been working with and refining to ensure set up is seamless. Thank you to both of them for all the hard work they have been doing and the teamwork playing out as I enter the system.

3. State Reporting

Lora Nickle and Don Staehely have successfully completed the state reporting for the past school year and are working on setting up the reports for the upcoming school year. There are 96 total reports that each school is required to do each school year, in addition to other reporting that come with monies, such as IP (HSS, SIA, Early Lit., etc.), Menstrual Dignity Act, etc. We also completed the ODE Sped Stipend report as well.

4. Facilities/Maintenance

Keenan and his crew have been working hard on summer projects. YTP students are also working hard to upgrade the playground and prep the area with new bark chips.

Please remember due to construction, our building will be closed to all except maintenance employees and administration from June 24th – August 17th.

5. Schedules and Systems

- ☐ The master schedules for K-6 and MS/HS are being updated and finalized to ensure RTI systems are in place, staffed adequately and aligned to meet the needs of a K-12 system.
- ☐ PLC meeting/Staff meeting schedule is being developed.
- ☐ The advisory schedule is complete.
- ☐ The bell schedule is finalized.
- ☐ An Organizational Chart is being developed and will post to our site once staff pictures are accessible.
- ☐ K-6 and MS/HS Student Handbooks are being updated to reflect new staff and aligned personal electronic device protocols per EO 25-09. These will be available online and during registration by August 1.
- ☐ Staff in-service will be August 18th – 20s. Teacher workdays will begin on August 21st. We are planning for creative work space for these training sessions and meetings. I will be sending out a Welcome Back packet to all staff and a Wolverine 25-26 packet to all new and returning families the first of August.

6. Community Engagement

a. Monthly visits are being scheduled with local businesses.
   i. Taco 'Bout our Schools 7/22 4:00- 5:00 @ Alsea Mercantile
   ii. Grounds for Discussion 7/24 7:00 - 8:00a.m @ The Little Heifer

b. The Interim Superintendent newsletter was sent to families and staff via email as well as on our social media outlets. It included a quick introduction, contact information, educational philosophy, registration information and tips/tricks to the start of a successful new school year.

c. Our online registration for both Brick and Mortar and Learn at Home are open on the website. We will also host two sessions on campus (in the District Office) for families to access computers and/or receive assistance with online registration.

   i. August 12th will be from noon to 5:00p.m.

   ii. August 13th from 5:00p.m. to 7p.m.

b. Business Manager Report

Financial Summary – June 30, 2025

The financial statements – A final payroll accrual still needs to be completed for time worked from June 16 to June 30. The district is still receiving invoices for services incurred and materials received prior to July 1. These have been encumbered and are reflected in the statements. The initial audit on internal controls and testing entries has been performed with the final audit work to be completed at the end of October. The following notes reflect any changes from the prior month's financial statements.

General Fund Resources

- State School Support – All payments have been received. The final adjustments for 24-25 will not be known until April of 2026. Payments received in 25-26 will be based on estimates submitted during the budget process.
- Property taxes – All property taxes have been received through June 30. The only payment remaining are those dollars paid to the accessor in July and turned over to the district in August. These are very minimal, and no estimate has been recorded. The modified accrual accounting requires property taxes received by the county through July of the subsequent month to be recorded as revenue in the prior year.
- 1510 - Earnings on investments – The earnings rate with the Local Government Investment Pool (LGIP) is 4.60%, the same as the prior month. Due to the use of funds in June to pay agreements, the amount earned was approximately $31,000, compared to $35,000 the prior month. These funds are allocated to the various funds that have cash balances.
- No changes in the other revenues.

General Fund Expenditures

- All salaries and benefits have been paid except the above-mentioned accrual which is minimal.
- Ending Cash Balance – The ending cash balance is project at $6.4 million. $6.7 million was used as the beginning cash balance for the 25-26 proposed budget. The difference, as shared last month, is due to the SSF loss.

Special Revenue

- All claims have been made for funds spent year to date. All final reports will be made in July for those grants ending June 30.
- Federal grants (IDEA and Title) go through September 30. The available funds have been approved to be expended through the 25-26 fiscal yar.

Food Service Program

- Included are the student participation, financial statements and per meal breakdown for the 24-25 fiscal year. The attached statement reflects the participation by month, with the annual participation at 65.9% for the breakfast program; 66.0%, lunch program.
- The projected transfer from the General Fund will be approximately $55,122.0. The average cost per meal is $5.93 while reimbursement is $4.26, or a transfer from the General Fund of $1.67 per meal.

Debt Service

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

Capital Projects

- 400 – Capital Projects - reflects interest received on monies at the LGIP. Expenditures are the replacement of the windows, architectural services for the kitchen, and the upgrade to the fire alarm system. The encumbrances represent commitments for the approved projects. The balances after payment of the June invoices will be encumbered in the 25-26 fiscal year. The fund has approximately $228,000 available for additional projects.
- 410 - Bond 2021 and OSCIM Grant –As with Fund 400, the remaining balance of the encumbrances after payment of June services will be encumbered in 25-26. The bond will be close either this fiscal year or early in 25-26.
- 430 – Seismic Rehabilitation – represents approved service contracts. The district has received reimbursement for all invoices through May 30. Once all June invoices have been processed, the June claim will be submitted to the Oregon Business Development Department.

Internal Service Funds

Unemployment Reserve

- As shared last month, currently the district is charging all salaries approximately 4% on each payroll and transferring the funds into the Unemployment Reserve Fund to cover quarterly unemployment claims. The $9,776 represents claims for the first two quarters of 24-25. However, it is still unknown what the costs will be for Spring and Summer breaks. The reserve will have sufficient funds to cover claims during the 25-26 fiscal year. No payroll costs will be charged during the 25-26 fiscal year for this cost.

PERS Reserve

- No change compared to last month.

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

LINE		SOURCE	BUDGET	Y-T-D 6/30/2025	PROJECTED	TOTAL 6/30/2025	BALANCE OVER/(UNDER)
		STATE SCHOOL SUPPORT FORMULA					
1	1111	CURRENT YEAR'S TAXES	**$ 528,200.00**	$ 528,282.76	-	**$ 528,282.76**	**$ 82.76**
2	1112	PRIOR YEAR'S TAXES	**1,000.00**	615.22	-	**615.22**	**(384.78)**
3	1114	OTHER TAXES	**-**	14.10	-	**14.10**	**14.10**
4	1190	INTEREST ON TAX COLLECTIONS	**800.00**	739.55	-	**739.55**	**(60.45)**
5	2101	COUNTY SCHOOL FUND	**-**	7,283.75		**7,283.75**	**7,283.75**
6	3103	COMMON SCHOOL FUND	**41,205.00**	20,026.41	20,026.41	**40,052.82**	**(1,152.18)**
7	3101	STATE SCHOOL SUPPORT FUND	**4,527,702.00**	4,312,627.15	-	**4,312,627.15**	**(215,074.85)**
8	4801	FEDERAL FOREST FEES	**-**	-	-	**-**	**-**
9		**TOTAL 2024-25 SSSF SOURCES (Line 1 - Line 8)**	**5,098,907.00**	**4,869,588.94**	**20,026.41**	**4,889,615.35**	**(209,291.65)**
		STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)					
10		STATE SCHOOL SUPPORT FUND 23-24		**(87,988.85)**		**(87,988.85)**	**(87,988.85)**
11		HIGH COST GRANT				**-**	**-**
12		**TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)**	**-**	**(87,988.85)**	**-**	**(87,988.85)**	**(87,988.85)**
13		**TOTAL SSSF SOURCES (Line 9 + Line 12)**	**5,098,907.00**	**4,781,600.09**	**20,026.41**	**4,801,626.50**	**(297,280.50)**
		NON STATE SCHOOL SUPPORT FORMULA SOURCES					
		LOCAL SOURCES					
14	1312	TUITION FROM OTHER DISTRICTS	**-**	23,152.95	-	**23,152.95**	**23,152.95**
15	1510	EARNINGS ON INVESTMENTS	**50,000.00**	388,380.39	-	**388,380.39**	**338,380.39**
16	1710	ADMISSIONS - GATE FEES	**7,500.00**	3,271.75	-	**3,271.75**	**(4,228.25)**
17	1760	FUND RAISING	**-**	-	-	**-**	**-**
18	1910	RENTAL INCOME	**3,600.00**	4,035.98	-	**4,035.98**	**435.98**
19	1943	SERVICES PROVIDED CHARTER SCHOOLS	**72,198.00**	60,400.53	11,797.47	**72,198.00**	**-**
20	1960	RECOVER PRIOR YEAR'S EXPENDITURES	**-**	-	-	**-**	**-**
21	1920	DONATIONS	**-**	2,000.00	-	**2,000.00**	**2,000.00**
22	1980	FEES CHARGED OTHER GRANTS	**-**	-	-	**-**	**-**
23	1990	MISCELLANEOUS REVENUE	**24,800.00**	22,224.17		**22,224.17**	**(2,575.83)**
24		**TOTAL LOCAL SOURCES (Line 14 - Line 23)**	**158,098.00**	**503,465.77**	**11,797.47**	**515,263.24**	**357,165.24**
		OTHER SOURCES					
25	2102	REVENUE THROUGH ESD	**7,600.00**	7,027.04	-	**7,027.04**	**(572.96)**
26	2199	OTHER INTERMEDIATE SOURCES	**-**	-	-	**-**	**-**
27	3203	SPECIAL EDUCATION PROGRAMS	**-**	-	-	**-**	**-**
28	5300	INSURANCE REIMBURSEMENT	**-**	38,581.73	-	**38,581.73**	**38,581.73**
29	5400	BEGINNING CASH	**6,700,000.00**	6,716,065.45		**6,716,065.45**	**16,065.45**
30		**TOTAL OTHER SOURCES (Line 25 - Line 29)**	**6,707,600.00**	**6,761,674.22**	**-**	**6,761,674.22**	**54,074.22**
31		**TOTAL NON SSSF SOURCES (Line 24 + Line 30)**	**6,865,698.00**	**7,265,139.99**	**11,797.47**	**7,276,937.46**	**411,239.46**
32		**TOTAL RESOURCES (Line 13 + Line 31)**	**$ 11,964,605.00**	**$ 12,046,740.08**	**$ 31,823.88**	**$ 12,078,563.96**	**$ 113,958.96**

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

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
INSTRUCTION							
1111	Elementary, K-5	$ 1,336,914.00	$ 1,061,416.47	$ -	$ 1,061,416.47	$ 275,497.53	
1113	Elementary Extra-curricular	3,864.00	3,606.63	-	3,606.63	257.37	
1121	Middle/Junior High Programs	271,397.00	256,296.35	-	256,296.35	15,100.65	
1122	Middle/Junior High School Extra-curricular	36,686.00	37,209.57	-	37,209.57	(523.57)	
1131	High School Programs	390,968.00	345,016.50	-	345,016.50	45,951.50	
1132	High School Extra-curricular	149,995.00	112,016.74	-	112,016.74	37,978.26	
1250	Less Restrictive Programs: Students w/ Disability	636,673.00	379,142.51	459.74	379,602.25	257,070.75	
1291	English Second Language Programs	8,359.00	1,435.87	-	1,435.87	6,923.13	
	TOTAL INSTRUCTION	2,834,856.00	2,196,140.64	459.74	2,196,600.38	638,255.62	77.49%
SUPPORT SERVICES							
2113	Social Work Services	-	5,120.14	80.57	5,200.71	(5,200.71)	
2114	Student Accounting Services	28,801.00	29,493.57	-	29,493.57	(692.57)	
2134	Nurse Services	12,000.00	8,325.24	-	8,325.24	3,674.76	
2142	Psychological Testing Services	50,200.00	13,596.00	-	13,596.00	36,604.00	
2152	Speech Pathology Services	65,900.00	22,236.00	-	22,236.00	43,664.00	
2160	Other Student Treatment Services	39,500.00	26,850.00	-	26,850.00	12,650.00	
2190	Service Direction, Student Support Services	82,526.00	61,817.51	-	61,817.51	20,708.49	
2210	Improvement of Instruction Services	-	154.96	-	154.96	(154.96)	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	4,368.00	4,292.43	-	4,292.43	75.57	
2240	Instructional Staff Development	26,000.00	4,624.60	-	4,624.60	21,375.40	
2310	Board of Education Services	161,200.00	55,232.84	3,220.41	58,453.25	102,746.75	

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

			BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
2321		Office of the Superintendent Services	266,441.00	231,667.36	-	231,667.36	34,773.64	
2410		Office of the Principal Services	502,660.00	434,568.48	735.07	435,303.55	67,356.45	
2520		Fiscal Services	355,450.00	247,048.16	12.00	247,060.16	108,389.84	
2540		Operation and Maintenance of Plant Services	609,241.00	468,917.03	135.32	469,052.35	140,188.65	
2550		Student Transportation Services	1,009,576.00	871,711.65	2,201.15	873,912.80	135,663.20	
2660		Technology Services	117,316.00	62,335.19	-	62,335.19	54,980.81	
2700		Supplemental Retirement Program	-	-	-	-	-	
		TOTAL SUPPORT SERVICES	3,332,429.00	2,547,991.16	6,384.52	2,554,375.68	778,053.32	76.65%
OTHER REQUIREMENTS								
5200		Transfers of Funds						
5200	790	Food Service	123,405.00	-	55,122.00	55,122.00	68,283.00	
5200	792	Bus Fund	140,002.00	140,002.00		140,002.00	-	
5200	795	Special Revenue	-	1,524.84		1,524.84	(1,524.84)	
5200	794	Capital Projects	700,000.00	700,000.00		700,000.00	-	
6110		Operating Contingency	500,000.00	-		-	500,000.00	
7000		Unappropriated Ending Fund Balance	4,333,913.00	-		-	4,333,913.00	
		TOTAL OTHER REQUIREMENTS	5,797,320.00	841,526.84	55,122.00	896,648.84	4,900,671.16	15.47%
		TOTAL EXPENDITURES	$ 11,964,605.00	$ 5,585,658.64	$ 61,966.26	$ 5,647,624.90	$ 6,316,980.10	47.20%
PROJECTED ENDING FUND BALANCE			$ -			$ 6,430,939.06	$ 6,430,939.06	

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

					REVENUE				EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
200	Donations			$ 3,132.95	$ 500.00			$ 3,632.95	$ 902.80	$ -	$ 902.80	$ 2,730.15
203	Title I-A	9/30/2024	10,797.33	-	10,797.33	-		10,797.33	10,797.33		10,797.33	
203	Title I-A	9/30/2025	50,857.00		44,591.38	6,265.62		50,857.00	44,591.38	-	44,591.38	
203	**Total Title I**		**61,654.33**		**55,388.71**	**6,265.62**		**61,654.33**	**55,388.71**	-	**55,388.71**	**6,265.62**
205	Small Rural School Achievement (SRSA)	9/30/2025	54,607.00	-	54,607.00	-		54,607.00	54,607.00	-	54,607.00	-
207	Youth Transition Program	9/15/2024	4,972.97	-	4,972.97	-		4,972.97	4,972.97	-	4,972.97	-
207	Preemployment Transition Program	6/30/2025	45,000.00		22,958.88			22,958.88	3,469.63	-	3,469.63	19,489.25
206	Title III-A Immigrant Grant	9/30/2025	224.00	-	224.00	-		224.00	224.00	-	224.00	-
208	E-Rate Funds			26,354.88	-			26,354.88	26,204.57	-	26,204.57	150.31
210	IDEA Part B 611	9/30/2024	18,267.60	-	18,267.60	-		18,267.60	18,267.60	-	18,267.60	-
210	IDEA Part B 611	9/30/2026	60,260.33		13,479.39	46,780.94		60,260.33	56,938.15	-	56,938.15	
210	**Total IDEA Part B 611**		**78,527.93**		**31,746.99**	**46,780.94**		**78,527.93**	**75,205.75**	-	**75,205.75**	**3,322.18**
213	Special Education Stipend	6/30/2025	5,091.68		3,566.84		1,524.84	5,091.68	5,091.68	-	5,091.68	-
216	IDEA Part B 619 FFY24	9/30/2026	401.15		-	401.15		401.15	-	-	-	401.15
220	Title II-A - Teacher Quality 23-24	9/30/2024	5,305.66	-	5,305.66	-		5,305.66	5,305.66	-	5,305.66	-
220	Title II-A - Teacher Quality 23-24	9/30/2025	7,236.00	-	1,153.11	6,082.89		7,236.00	1,153.11		1,153.11	6,082.89
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2024	10,000.00	-	10,000.00	-		10,000.00	10,000.00		10,000.00	-
220	Title IV-A - Student Support and Academic Enrichment 23-24	9/30/2025	10,981.00		-	10,981.00		10,981.00		-	-	10,981.00
220	**Title V- B REAP**		**33,522.66**		**16,458.77**	**17,063.89**		**33,522.66**	**16,458.77**	-	**16,458.77**	**17,063.89**
227	Early Literacy Grant	6/30/2025	59,749.82	-	59,749.82	-		59,749.82	59,749.82	-	59,749.82	-
228	After School Programs	6/30/2025	3,000.00	-	3,000.00	-		3,000.00	3,000.00	-	3,000.00	-
	ESSER											
232	ESSER III	9/30/2024	91,992.21	-	91,992.21	-		91,992.21	91,992.21	-	91,992.21	-
	Integrated Guidance											
226	Early Indicator Intervention	6/30/2025	$ 806.31	$ -	$ 806.31	$ -		$ 806.31	$ 806.31	$ -	$ 806.31	$ -
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	9/30/2025	51,290.93	-	51,290.93	-		51,290.93	51,290.93	-	51,290.93	-
251	Student Investment Account - Y1	9/30/2024	152,036.58	-	152,036.58	-		152,036.58	152,036.58	-	152,036.58	-
251	Student Investment Account - Y2	6/30/2025	518,906.68	-	518,906.68	-		518,906.68	515,824.42	1,964.72	517,789.14	1,117.54

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

					REVENUE				EXPENDITURES			
#	Fund Title	End Date	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
252	High School Success M98 - Y1	8/31/2025	581.94		581.94	0.00		581.94	581.94			
252	High School Success M98 - Y2	6/30/2025	98,065.21	-	98,065.21	-		98,065.21	98,065.21	-	98,065.21	-
	Total Integrated Guidance		**821,687.65**		**821,687.65**	**0.00**	**-**	**821,687.65**	**818,605.39**	**1,964.72**	**820,570.11**	**1,117.54**
257	Baseball/Softball Program		-	**3,706.92**	-			**3,706.92**	-	-	-	**3,706.92**
256	Carl Perkins		7,522.58	-	**7,522.58**	-		**7,522.58**	**7,522.58**	-	**7,522.58**	-
259	Student Activity Funds		-	**46,945.70**	**24,660.18**			**71,605.88**	**18,252.39**	**1,169.00**	**19,421.39**	**52,184.49**
263	Outdoor School	6/30/2025	13,100.96	-	**13,100.96**	-		**13,100.96**	**13,100.96**	-	**13,100.96**	-
265	Menstrual Dignity Act	6/30/2025	859.97	-	**859.97**	-		**859.97**	**859.97**	-	**859.97**	-
272	TAP Sesimic Grant	12/31/2025	14,000.00	-	**14,000.00**	-		**14,000.00**	**14,000.00**	-	**14,000.00**	-
290	Bus Replacement Fund		-	**87,316.04**	**347,857.48**		**140,002.00**	**575,175.52**	**416,146.00**	-	**416,146.00**	**159,029.52**
298	Nutrition Services Grants											
126	Breakfast After the Bell Equipment	6/30/2025	176.29		**176.29**	**(0.00)**		**176.29**	**176.29**		**176.29**	**(0.00)**
127	Fresh Fruit and Vegetable Program 24-25	9/30/2025	15,096.00	-	**3,734.95**			**3,734.95**	**3,734.95**	-	**3,734.95**	-
128	Kitchen Design		10,000.00		**10,000.00**	-		**10,000.00**	**10,000.00**	-	**10,000.00**	-
299	Nutrition Services		-	-	**134,656.50**	**9,552.01**	**55,122.00**	**199,330.51**	**193,639.33**	**5,691.18**	**199,330.51**	-
	TOTAL			**167,456.49**	**1,723,422.75**	**80,063.61**	**196,648.84**	**2,167,591.69**	**1,893,305.77**	**8,824.90**	**1,902,130.67**	**265,461.02**

Participation

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

24-25 Financial Projection - Food Service Program
As of May 31, 2025

Account	Description	Budget	YTD	Projected	Total
Revenue					
299.0000.1610.000.000.000	Daily Sales -Adult Sales	$ 4,500.00	$ 1,788.45	$ -	$ 1,788.45
299.0000.3102.000.000.000	State School Fund - School Lunch Match	-	895.70		$ 895.70
299.0000.3299.000.000.121	State: Breakfast	4,500.00	1,114.75	1,331.29	2,446.04
299.0000.3299.000.000.122	State: Lunch	7,300.00	1,764.40	2,245.05	4,009.45
299.0000.4500.000.000.000	NSLP USDA Entitlement	-	-		$ -
299.0000.4500.000.000.123	SNP: Breakfast	58,000.00	37,987.14	2,245.50	40,232.64
299.0000.4500.000.000.124	SNP: Lunch	68,201.00	72,914.69	3,730.17	76,644.86
299.0000.4500.000.000.124	Supply Chain		9,632.37		9,632.37
299.0000.4910.000.000.000	Federal Commodities	1,000.00	8,559.00		8,559.00
	Total Revenue	$ 143,501.00	$ 134,656.50	$ 9,552.01	$ 144,208.51
Expenditures		**Budget**	**YTD**	**Encumbered**	**Total**
299.3100.0112.000.000.000	Classified Salaries	$ 50,105.00	$ 46,428.31	$ -	$ 46,428.31
299.3100.0122.000.000.000	Substitutes - Classified	-	3,761.16	-	3,761.16
299.3100.0132.000.000.000	Additional Salary - Classified	1,200.00	572.01	-	572.01
299.3100.0211.000.000.000	Employer Contrib PERS	12,841.00	12,705.59	-	12,705.59
299.3100.0212.000.000.000	Employee Contribution Pick-Up	3,078.00	3,045.67	-	3,045.67
299.3100.0220.000.000.000	Social Sec/Medicare	3,925.00	3,883.32	-	3,883.32
299.3100.0231.000.000.000	Worker's Compensation	1,183.00	1,249.60	-	1,249.60
299.3100.0232.000.000.000	Unemployment Compensation	8,627.00	1,798.60	-	1,798.60
299.3100.0233.000.000.000	PFMLI	205.00	203.06	-	203.06
299.3100.0242.000.000.000	Group Health Insurance	32,400.00	21,548.40	-	21,548.40
299.3100.0342.000.000.000	Travel, Out of District	-	1,638.06	-	1,638.06
299.3100.0380.000.000.000	Non-instructional Professional and Technical Servi	2,000.00	1,299.00	-	1,299.00
299.3100.0410.000.000.000	Consumable Supplies and Materials	1,000.00	645.05	-	645.05
299.3100.0413.000.000.000	Freight for Commodities	-	518.44	-	518.44
299.3100.0450.000.000.000	FOOD	96,342.00	49,132.94	3,250.25	52,383.19
299.3100.0451.000.000.000	Federal Commodities	10,000.00	8,559.00	-	8,559.00
299.3100.0460.000.000.000	Non-consumable Items	1,000.00	551.12	-	551.12
299.3100.0470.000.000.000	Computer Software (Meal Time)	-	1,135.00	-	1,135.00
299.3100.0541.000.000.000	Initial and Additional Equipment Purchase	5,000.00	-	-	-
299.3100.0640.000.000.000	Dues and Fees (Corvallis/MealTime)	38,000.00	34,965.00	3,885.00	38,850.00
	Total Expenses	266,906.00	193,639.33	7,135.25	200,774.58
	Net Profit/Loss	(123,405.00)	(58,982.83)	2,416.76	(56,566.07)
Other Income					
299.0000.5200.000.000.000	Interfund Transfers	123,405.00	-	56,566.07	54,936.53
299.0000.5400.000.000.000	Resources - Beginning Fund Balance	-	-	-	-
	Total Other Uses	123,405.00	-	56,566.07	54,936.53
	Ending Fund Balance	**$ -**	**$ (58,982.83)**	**$ 58,982.83**	**$ (1,629.54)**

299 - Food Service Program

Analysis per Meal

	Meals Served	Total	Costs per Meal	%
State Reimb per meal				
Adult Sales	421	$ 1,788.45	$ 4.25	
Breakfast	16,696	42,678.68	$ 2.56	
Lunch	16,723	80,654.31	4.82	
Other Sources		$ 10,528.07		
Federal Commodities		8,559.00		
Total Revenue	33,840	$ 144,208.51	$ 4.26	
Payroll Costs		$ 95,195.72	$ 2.81	47.4%
Food Costs		52,383.19	1.55	26.1%
Federal Commodities		8,559.00	0.25	4.2%
Fees		38,850.00	1.15	19.4%
Other		5,786.67	0.17	2.9%
Total Costs		$ 200,774.58	$ 5.93	100%
Net Loss		**$ (56,566.07)**	**$ (1.67)**	

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

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

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

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ 14,203.13		14,203.13	(14,203.13)	
5200	Transfer from General Fund	700,000.00	140,000.00		140,000.00	560,000.00	
5400	Beginning Fund Balance	274,748.00	282,454.52		282,454.52	(7,706.52)	
	TOTAL INSTRUCTION	974,748.00	436,657.65	-	436,657.65	538,090.35	
EXPENDITURES							
4150	Building Improvement	974,748.00	54,536.99	153,703.61	208,240.60	766,507.40	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	974,748.00	54,536.99	153,703.61	208,240.60	766,507.40	21.36%
PROJECTED ENDING FUND BALANCE		$ -	$ 382,120.66	$ (153,703.61)	$ 228,417.05	$ 228,417.05	

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

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ 12,000.00**	$ 9,837.32		**9,837.32**	**(2,162.68)**	
3299	State Grant	**500,000.00**	365,780.04	**-**	**365,780.04**	**(134,219.96)**	
5400	Beginning Fund Balance	**888,000.00**	1,194,155.91		**1,194,155.91**	**306,155.91**	
	TOTAL INSTRUCTION	**1,400,000.00**	**1,569,773.27**	**-**	**1,569,773.27**	**169,773.27**	
EXPENDITURES							
4150	Building Improvement	**1,400,000.00**	**1,518,837.66**	**50,737.39**	**1,569,575.05**	**(169,575.05)**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**1,400,000.00**	**1,518,837.66**	**50,737.39**	**1,569,575.05**	**(169,575.05)**	**112.11%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 50,935.61**	**$ (50,737.39)**	**$ 198.22**	**$ 198.22**	

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

		BUDGET	ACTUAL Y-T-D 6/30/2025	ENCUMBERED	TOTAL 6/30/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ -**	$ -		**-**	**-**	
3299	State Grant	**2,480,080.00**	330,000.00	**2,150,080.00**	**2,480,080.00**	**-**	
5200	Transfer from General Fund	**-**	560,000.00		**560,000.00**	**560,000.00**	
	TOTAL INSTRUCTION	**2,480,080.00**	**890,000.00**	**2,150,080.00**	**3,040,080.00**	**560,000.00**	
EXPENDITURES							
4150	Building Improvement	**2,480,080.00**	**483,191.98**	**240,569.32**	**723,761.30**	**1,756,318.70**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**2,480,080.00**	**483,191.98**	**240,569.32**	**723,761.30**	**1,756,318.70**	**29.18%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 406,808.02**	**$ 1,909,510.68**	**$ 2,316,318.70**	**$ 2,316,318.70**	

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

UNEMPLOYMENT RESERVE

UNEMPLOYMENT RESERVE		BUDGET	ACTUAL 6/30/2025	ENCUMBERED	TOTAL	FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ -**	$ 5,054.50		**5,054.50**	**5,054.50**	
1970	Services Provided Other Funds	**183,679.00**	186,503.80		**186,503.80**	**2,824.80**	
5400	Beginning Fund Balance	**-**	-		**-**	**-**	
	TOTAL INSTRUCTION	**183,679.00**	**191,558.30**	**-**	**191,558.30**	**7,879.30**	
EXPENDITURES							
2640	Unemployment	**183,679.00**	**9,776.59**	**-**	**9,776.59**	**173,902.41**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**183,679.00**	**9,776.59**	**-**	**9,776.59**	**173,902.41**	**5.32%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 181,781.71**	**$ -**	**$ 181,781.71**	**$ 181,781.71**	

PERS RESERVE

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

c. Seismic Construction Update

Alsea School District
Construction Manager's Report

Report Date: July 15, 2025

GENERAL OVERVIEW

The Seismic Renovation to the gym, locker rooms, stage, staff room and admin area is proceeding with demolition nearly complete and construction activities in full swing. The contractor's focus is on finishing interior spaces first so the school can resume on-schedule in early September. Roof replacement and other exterior renovations are scheduled for completion by August 29 but may be extended without impacting school operations if necessary.

The Fire Alarm Replacement work is also progressing throughout the school with projected completion in late August. This work is being coordinated with the Seismic Renovation in affected areas.

BUDGET

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

Seismic Renovation

The updated budget summary for the Seismic Renovation project is provided below. Change requests totaling $27.5k were approved in June for new locker shower and toilet partitions, replacing the back door to the locker rooms and adding washer/dryer utilities to the staff room. To date, 17% of the committed costs have been spent.

Alsea School Gym Seismic Project Budget Summary - Updated July 1, 2025

Income

	Original Budget	Current Budget	Actual Income To-Date	Notes
Seismic Grant	$ 2,480,000.00	$ 2,480,000.00	$ 2,480,000.00	Grant awarded June 2024
Early Design Not Funded by Seismic Grant (cannot be reimbursed)	$ -	$ (8,808.47)	$ (8,808.47)	Initial effort by structural engineer before grant fund contract executed. Required to keep project on schedule.
Additional Funds	$ -	$ 560,000.00	$ 560,000.00	Addition funds authorized by Board April 15 and May 19.
Totals	**$ 2,480,000.00**	**$ 3,031,191.53**	**$ 3,031,191.53**	

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 1,800,000.00	$ 2,388,471.00	$ 2,388,471.00	$ 79,068.61	Costs for construction contractors
Design Fees	$ 300,000.00	$ 323,625.00	$ 323,625.00	$ 237,217.16	Fees for architect & engineer
Consultant Fees	$ 60,000.00	$ 72,756.08	$ 72,756.08	$ 47,348.08	Fees for geotech, matl testing and special inspections
Project Management	$ 111,600.00	$ 111,600.00	$ 111,600.00	$ 85,382.00	IMS not-to-exceed fee
Permits & Fees	$ 20,000.00	$ 84,440.12	$ 84,440.12	$ 54,440.12	Jurisdiction fees, BR insurance, BOLI
Other Project Costs	$ 1,000.00	$ 1,469.04	$ 1,469.04	$ 1,519.03	Advertsing & other miscellaneous
Owner's Contingency	$ 187,400.00	$ 48,830.29	NA	NA	For unforeseen costs based on available funds
Totals	**$ 2,480,000.00**	**$ 3,031,191.53**	**$ 2,982,361.24**	**$ 504,975.00**	

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

Fire Alarm Replacement

The budget summary for the Fire Alarm Replacement project is provided below. No new committed costs have been added. To date, 19% of the committed costs have been spent. Note that the budget contains no contingency for unforeseen issues encountered during construction.

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

Income

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

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 200,000.00	$ 237,956.66	$ 237,956.66	$ 41,560.00	Costs for construction contractors
Design Fees			$ -	$ -	Design included in SFA contract.
Consultant Fees			$ -	$ -	None expected
Project Management		$ 20,000.00	$ 20,000.00	$ 8,487.00	IMS not-to-exceed fee
Permits & Fees		$ 250.00	$ 250.00	$ 250.00	Jurisdiction fees in construction contracts
Other Project Costs			$ -	$ -	None expected.
Owner's Contingency			NA	NA	
Totals	**$ 200,000.00**	**$ 258,206.66**	**$ 258,206.66**	**$ 50,297.00**	

SCHEDULE

Seismic Renovation

Demolition in final areas will be completed next week. Shotcrete wall installation was completed this week and new structural framing has begun.

Major milestones for the project are:

- Locker rooms will be completed in mid-August
- North gym wall exterior work will be completed in late August
- Stage and staff rooms will be completed in mid-August
- Admin areas will be completed in late August
- Roof replacement will be completed in late August
- All work will be completed by August 29

Early turn-over of the gym and locker rooms in mid-August may be possible depending on how work progresses and if the new fire alarm system is operational, but we won't know for sure until that time.

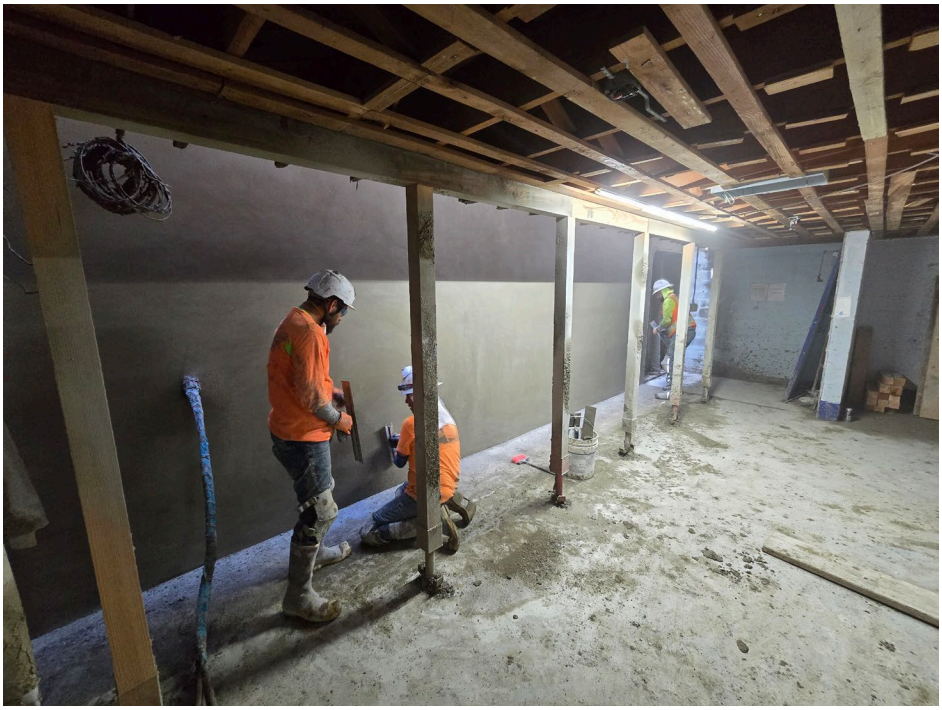
Fire Alarm Replacement

Salem Fire Alarm is working in all areas of the school buildings installing conduit and cable. Completion is expected by August 29.

PROJECT-SPECIFIC ACTIVITY

Seismic Renovation

Shotcrete walls have been completed in the locker rooms, stage and restrooms.









Interior structural framing is in progress to replace old masonry walls.



Fire Alarm Replacement

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



COMMUNICATIONS

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

An article will be submitted for the next Valley Voice on the new safety features of the school with the fire alarm and seismic renovations.

5. **New Business**

a. Cell Phone Ban - Executive Order

EXECUTIVE ORDER NO. 25-09

PERSONAL ELECTRONIC DEVICE POLICY FOR SCHOOL DISTRICTS

WHEREAS, research shows that personal electronic device use leads to negative impacts on young people's mental health and self-esteem, with studies highlighting that adolescents spend more than 4 hours per day on social media with the highest frequency users reporting poor or very poor mental health.

WHEREAS, across the nation, research shows students are facing increased mental health impacts such as loneliness, anxiety, depression, self-harm, and suicide due to increased personal electronic device and social media usage.

WHEREAS, it is crucial the State assumes leadership to take necessary actions to protect the mental health and well-being of Oregon students.

WHEREAS, every student in Oregon should be fully engaged in the act of learning and have access to a distraction-free learning environment.

WHEREAS, administrators, educators, and school staff deserve to be supported to create the best learning environments for students with as many barriers removed as possible to promote student success.

WHEREAS, the Oregon Department of Education released statewide guidance, Fostering Student Learning, Well-Being, and Belonging: Guidance for School Cell Phone Policies, to school districts in October 2024 to support them in adopting such a policy.

WHEREAS, while several districts across the State have taken steps to implement personal electronic device policies, not all districts have established policies to support addressing the mental health crisis and increasing student learning.

WHEREAS, the State of Oregon cannot achieve improved academic outcomes in reading, math, and other studies if students are not able to focus on learning when they are in school.

NOW, THEREFORE, I, TINA KOTEK, Governor of the State of Oregon and the Oregon Superintendent of Public Instruction, by virtue of the power and authority vested in me by the Constitution and statutes of the State of Oregon, do hereby issue this order to become effective immediately:

Contains Recycled Materials

IT IS ORDERED AND DIRECTED:

1. The State of Oregon establishes a personal electronic device policy for all Oregon public school districts with the goal of supporting every student to have the best opportunity for academic success.

2. **Definition**: "Personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure. This does not include a laptop computer or other device required to support academic activities.

3. **Policy Requirements**: Every Oregon school district is required to have a policy that shall prohibit the use of personal electronic devices by students from the start of regular instructional hours until the end of regular instructional hours. The policy must be adopted no later than October 31, 2025. Additionally:
    a. The policy must be effective no later than January 1, 2026.
    b. The policy must provide clarity on how personal electronic devices will be stored during the school day.
    c. The policy may exclude time when students are not on school grounds and are not under the supervision of school personnel other than a school bus driver.
    d. The policy must provide for the use of a personal electronic device by a student when the use complies with the terms of:
        i. The student's medical provider's order for the care and treatment of a medical condition.
        ii. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.
        iii. A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific educational outcomes for a student.
    e. The policy must provide direction to school personnel regarding actions that may be taken when a student violates requirements regarding the use of personal electronic devices under the policy. Allowed actions may not authorize or otherwise result in a student losing instructional time, which includes suspension or expulsion.

Contains Recycled Materials

f. The policy must be posted on the school district web site and made available to:
   i. School district personnel
   ii. Students
   iii. Parents and guardians
   iv. Partners who are in the school building during the school day
   v. Oregon Department of Education

4. **Monitoring**: The Oregon Department of Education shall monitor the progress of each district implementing this policy.

The Order shall remain in effect until the actions set forth above are implemented or the Governor directs otherwise.

Done at Salem, Oregon, this 2nd day of July, 2025.

Tina Kotek
GOVERNOR

ATTEST:

Tobias Read
SECRETARY OF STATE

Contains Recycled Materials

Executive Order No. 25-09 - Personal Electronic Device restrictions in K-12

By October 31 – Policy Adopted (1st Read August, 2nd Read September)
Aligned with Student Handbooks and Code of Conduct
By January 1, 2026 – Implementation of Policy Adopted

Goal: ***Improve academic outcomes by ensuring students are fully engaged in learning within a distraction-free environment that supports their wellbeing, focus, and ability to thrive academically and personally.***

"Personal Electronic Device" means any portable, electrically powered device that is capable of:
Making and receiving calls
Making and receiving text messages
Accessing the Internet independently from the school's network infrastructure

Requirements

- ✓ Prohibits the use of personal electronic devices by students
  - Applies from the start of regular instructional hours until the end of regular instructional hours
- ✓ Provide clarity on how devices will be stored during the school day
- ✓ Provide direction to school personnel regarding actions that may be taken when a student violates requirements
  - Allowed actions may not authorize or otherwise result in students losing instructional time, which includes suspension or expulsion.
- ✓ Posted on the school district website and made available to:
  - School district personnel
  - Students
  - Parents and guardians
  - Partners who are in the school building during the school day
  - Oregon Department of Education

Provide for the use of a personal electronic device by a student when the use complies with the terms of:

- Student's medical provider's order for the care and treatment of a medical condition.
- Student's IEP or 504 Plan
- A written exemption provided for the student based on guidelines adopted by the school district to allow school building administrators to accommodate individual circumstances or to further specific educational outcomes for a student.

Responding to Instances of Noncompliance

- ✓ Responses must not result in lost instructional time
- ✓ Suspension or expulsion is not permitted when noncompliance is solely related to device use
- ✓ Supportive disciplinary action may be appropriate when a device is used to harass others, access inappropriate content, or engage in other prohibited behavior
- ✓ Districts are encouraged to use educational and restorative strategies
- ✓ Strong school culture and climate-building supports long-term success

b. Alsea Organizational Chart

WOLVERINES

ALSEA SCHOOL DISTRICT 7J



Stacy Knudson

INTERIM SUPERINTENDENT / K-12 PRINCIPAL/ SPED DIRECTOR/ FOOD SERVICE DIRECTOR



Don Staehely

Business Manager



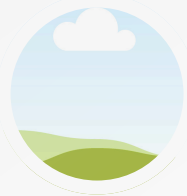
Brynn Campbell

AP + Business



Roxie Smallwood

HR + Asst. to District Services: Food + Transportation



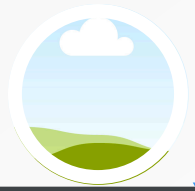
Leslie Boser

Special Education



Tim Pearson

Instructional Coach + Behavior Coach T/TH



Joe Harris

AD/ Asst. Principal + Title IX



Kayla Wilson

Guidance Counselor + Testing Coordinator + Edmentum



Lora Nickle

Executive Asst. + Board Secretary



Carol Pearson

Elementary Office Mgr. + Attendance



Keenan Elbers

Facilities Manager + Transportation



Nicole Davis

Secondary Office/Registrar + AD Secretary + Sub Finder



Heather Shunk

Learn at Home Principal 504's + ELD

alsea.k12.or.us

c. Election of Board Officers
d. 2025-26 Academic Calendar revised

Alsea School District

2025 - 26 School Calendar

Version A

July 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 4 T - 8

September 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S -18 T - 19 H - 1

October 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S - 18 T -20

November 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S -12 T - 12 H - 2

December 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S - 12 T -12

January 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S - 15 T - 17

February 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S - 16 T - 16 H - 1

March 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S -14 T - 14

April 2026						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S - 18 T - 19

May 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 16 T - 17 H - 1

June 2026						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S - 11 T - 12

*Early Release time is 12:35pm.

Student School Days	
1st Sem	79
2nd Sem	75
TOTAL	**154**

**Fridays are possible make up days, if needed.

August 2025	
18-20	Teacher Inservice
21	Teacher Work Day
25	First Day of School
September 2025	
1	Labor Day (NO SCHOOL)
19	Teacher Work Day (NO SCHOOL)
October 2025	
10	Teacher / State Inservice Day (NO SCHOOL)
23	End of 1st Quarter
24	Grading Day (NO SCHOOL)
29	P/T Conferences - Normal Release
30	P/T Conferences - Early Release
November 2025	
11	Veteran's Day (NO SCHOOL)
24-27	Thanksgiving Break
December 2024	
22	Winter Break Begins
January 2025	
5	Teacher Work Day (NO SCHOOL)
19	Martin Luther King, Jr. Day (NO SCHOOL)
28	End of 2nd Quarter / 1st Semester
29	Grading Day (NO SCHOOL)
Feburary 2025	
17	Presidents' Day (NO SCHOOL)
March 2025	
23-26	Spring Break
April 2025	
9	End of 3rd Quarter
10	Grading Day (NO SCHOOL)
15	P/T Conferences - Normal Release
16	P/T Conferences - Early Release
May 2025	
8	Teacher Work Day (NO SCHOOL)
25	Memorial Day (NO SCHOOL)
June 2025	
12	HS Graduation
17	End of 4th Quarter / 2nd Semester - Early Release
18	Teacher Work / Checkout Day

2025 - 2026	
School Days	151
Early Release	3
Inservice Days	4
Teacher Work Days	5
Grading Days	3
P/T Conference Days	2
Paid Holidays	5
Unpaid Holiday	1
Contract Days	174

Alsea School District

2025 - 26 School Calendar

Version B

July 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 4 T - 8

September 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S -18 T - 19 PH - 1

October 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S - 18 T -20

November 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S -14 T - 14 PH - 2

December 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S - 12 T -12

January 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S - 16 T - 18 UPH - 1

February 2026						
S	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S - 16 T - 16 PH - 1

March 2026						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S -14 T - 14

April 2026						
S	M	T	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S - 18 T - 19

May 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 16 T - 17 PH - 1

June 2026						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S - 8 T - 9

*Early Release time is 12:35pm.

Student School Days	
1st Sem	78
2nd Sem	76
TOTAL	**154**

**Fridays are possible make up days, if needed

August 2025	
18-20	Teacher Inservice
21	Teacher Work Day
25	First Day of School
September 2025	
1	Labor Day (NO SCHOOL)
19	Teacher Work Day (NO SCHOOL)
October 2025	
10	Teacher / State Inservice Day (NO SCHOOL)
23	End of 1st Quarter
24	Grading Day (NO SCHOOL)
29	P/T Conferences - Normal Release
30	P/T Conferences - Early Release
November 2025	
11	Veteran's Day (NO SCHOOL)
26-27	Thanksgiving Break
December 2024	
22	Winter Break Begins
January 2025	
5	Teacher Work Day (NO SCHOOL)
19	Martin Luther King, Jr. Day (NO SCHOOL)
23	End of 2nd Quarter / 1st Semester
26	Grading Day (NO SCHOOL)
Feburary 2025	
16	Presidents' Day (NO SCHOOL)
March 2025	
23-26	Spring Break
April 2025	
2	End of 3rd Quarter
3	Grading Day (NO SCHOOL)
8	P/T Conferences - Normal Release
9	P/T Conferences - Early Release
May 2025	
8	Teacher Work Day (NO SCHOOL)
25	Memorial Day (NO SCHOOL)
June 2025	
5	HS Graduation
11	End of 4th Quarter / 2nd Semester - Early Release
12	Teacher Work / Checkout Day

2025 - 2026	
School Days	151
Early Release	3
Inservice Days	4
Teacher Work Days	5
Grading Days	3
P/T Conference Days	2
Paid Holidays	5
Unpaid Holiday	1
Contract Days	174

Alsea School District

2025 - 26 School Calendar

Version C

July 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 4 T - 8

September 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S -18 T - 19 PH - 1

October 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S - 18 T -20

November 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S -14 T - 14 PH - 2

December 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S - 12 T -12

January 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S - 15 T - 16 UPH - 1

February 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S - 16 T - 16 PH - 1

March 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S -14 T - 15

April 2026						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S - 18 T - 19

May 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 16 T - 17 PH - 1

June 2026						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S - 9 T - 10

Student School Days	
1st Sem	77
2nd Sem	77
TOTAL	**154**

**Early Release time is 12:35pm.

**Fridays are possible make up days, if needed

August 2025	
18-20	Teacher Inservice
21	Teacher Work Day
25	First Day of School
September 2025	
1	Labor Day (NO SCHOOL)
19	Teacher Work Day (NO SCHOOL)
October 2025	
10	Teacher / State Inservice Day (NO SCHOOL)
23	End of 1st Quarter
24	Grading Day (NO SCHOOL)
29	P/T Conferences - Normal Release
30	P/T Conferences - Early Release
November 2025	
11	Veteran's Day (NO SCHOOL)
26-27	Thanksgiving Break
December 2024	
22	Winter Break Begins
January 2025	
19	Martin Luther King, Jr. Day (NO SCHOOL)
22	End of 2nd Quarter / 1st Semester
23	Grading Day (NO SCHOOL)
Feburary 2025	
16	Presidents' Day (NO SCHOOL)
March 2025	
13	Teacher Work Day (NO SCHOOL)
23-26	Spring Break
April 2025	
2	End of 3rd Quarter
3	Grading Day (NO SCHOOL)
8	P/T Conferences - Normal Release
9	P/T Conferences - Early Release
May 2025	
8	Teacher Work Day (NO SCHOOL)
25	Memorial Day (NO SCHOOL)
June 2025	
5	HS Graduation
12	End of 4th Quarter / 2nd Semester - Early Release
15	Teacher Work / Checkout Day

2024 - 2025	
School Days	151
Early Release	3
Inservice Days	4
Teacher Work Days	5
Grading Days	3
P/T Conference Days	2
Paid Holidays	5
Unpaid Holiday	1
Contract Days	174

Alsea School District

2025 - 26 School Calendar

Proposed 2025-2026 Calendar 7/17/2025

July 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*Early Release time is 12:35pm.

Student School Days	
1st Sem	75
2nd Sem	75
TOTAL	**150**

**Fridays are possible make up days, if needed.

August 2025	
18-20	Staff Inservice (Meetings + Training)
21	Teacher Work Day
26-28	Teacher Work Days + Campus Prep
September 2025	
1	Labor Day (NO SCHOOL)
3	Teacher Work Day (NO SCHOOL)
4	First Day of School
12	MAKE UP DAY - School in Session
19	Teacher Work Day (NO SCHOOL)
October 2025	
10	Teacher Inservice Day (NO SCHOOL)
23	End of 1st Quarter
24	Grading Day (NO SCHOOL)
29	P/T Conferences - Normal Release
30	P/T Conferences - Early Release
November 2025	
7	MAKE UP Day - School in Session
11	Veteran's Day (NO SCHOOL)
24-27	Thanksgiving Break
December 2025	
22-31	Winter Break
January 2026	
1	Winter Break
5	Teacher Work Day (NO SCHOOL)
19	Martin Luther King, Jr. Day (NO SCHOOL)
28	End of 2nd Quarter / 1st Semester
29	Grading Day (NO SCHOOL)
Feburary 2026	
16	Presidents' Day (NO SCHOOL)
March 2026	
23-26	Spring Break
April 2026	
9	End of 3rd Quarter
10	Grading Day (NO SCHOOL)
15	P/T Conferences - Normal Release
16	P/T Conferences - Early Release
May 2026	
8	Teacher Work Day (NO SCHOOL)
25	Memorial Day (NO SCHOOL)
June 2026	
12	HS Graduation
17	End of 4th Quarter / 2nd Semester - Early Release
18	Teacher Work / Checkout Day

e. Annual Organizational Resolution 2025-26

Alsea School District 7J
Alsea, Oregon

Resolution: # 26-01

Annual Organizational Resolution

Be it resolved that the Alsea School District Board of Directors authorized the following appointments, identifications, and designations for the **2025-2026** school year as per state statue as follows:

1.	Chief Administrative Officer	Stacy Knudson	ORS 332.515
2.	District School Clerk	Stacy Knudson	ORS 332.515
3.	Deputy Clerk/Business Manager	Donald Staehely	ORS 332.515
4.	Budget Officer	Stacy Knudson	ORS 294.331
5.	Custodian of Funds	Stacy Knudson / Donald Staehely	ORS 328.441
6.	Depository of Funds	Citizens Bank and LGIP	ORS 328.441
7.	Signors on Accounts	Stacy Knudson / Joe Harris	
8.	Auditor Designation	Pauly Rogers and Co., P.C.	ORS 297.405
9.	Contract Review Board	Alsea School Board	ORS 279.055
10.	Federal and State Grant Officer	Stacy Knudson	
11.	Insurance of Record	WHA Insurance	
12.	Borrowing Limit	$300,000 plus $100,000 option	
13.	Posting Assignment	Albany Democrat-Herald and Corvallis Gazette Times	
14.	Substitute Licensed Teacher Pay Rate OAR 581-005-0001	$248.65 per day/$28.42 hourly (8.75 day) 1/190 base teacher pay per day after 8th consecutive day for same teacher	
15.	Board Meeting Schedule	Second Tuesday at 6:00 PM	
16.	Set District Calendar	As per adopted District Calendar	
17.	Attorney of Record	Nancy Hungerford, The Hungerford Law Firm, LLC	
19.	Athletic Participation Fees	None	
20.	Food Service Rates		

	Lunch	Breakfast
K-5	Free	Free
6-12	Free	Free
Adult	$5.10	$2.95

Milk Rate = $.65

_____ _____

Board Chair Date Stacy Knudson, Interim Superintendent Date

f. Board Training Schedule
g. Set Board Meeting Calendar

ALSEA SCHOOL DISTRICT 7J

Stacy Knudson, Interim Superintendent
PO Box B * Alsea, OR 97324 * 541-487-4305 * Fax 541-487-4089
www.alsea.k12.or.us

July 22, 2025	6:00 PM	Regular School Board Meeting
August, 12, 2025	6:00 PM	Regular School Board Meeting
September 9, 2025 (VB @ Eugene)	6:00 PM	Regular School Board Meeting
October 14, 2025 (VB @ Eugene)	6:00 PM	Regular School Board Meeting
November 11, 2025 (VB @ Eugene)	6:00 PM	Regular School Board Meeting
December 9, 2025	6:00 PM	Regular School Board Meeting
January 13, 2026	6:00 PM	Regular School Board Meeting
February 10, 2026	6:00 PM	Regular School Board Meeting
March 10, 2026	6:00 PM	Regular School Board Meeting
April 14, 2026	6:00 PM	Regular School Board Meeting
May 12, 2026	6:00 PM	Regular School Board Meeting
June 9, 2026	6:00 PM	Regular School Board Meeting

Revised 7/14/2025

h. Superintendent Evaluation Schedule

Superintendent Evaluation Planning Worksheet

Phase	Date	Activity	Completed
Pre-Evaluation Planning	August	Calendar Evaluation Dates	
	August	Approve evaluation standards & process (vote)	
	October	Establish Superintendent Goals	
Quarterly Check-ins	October	Fall Check-in	
	December	Winter Check-in	
	February	Superintendent Self-evaluation	
Gathering Information	March	Individual board member ratings submitted	
Compiling Results	March	Board compiles results and present to Superintendent	
	March	Board & Superintendent meet to discuss results	
Conclusion	April	Presentation and approval of evaluation summary	

SUPERINTENDENT EVALUATION TIMELINE

End of September

- Establish goals and specific Performance Objectives in collaboration with Superintendent
    - Written out and among the criteria used for the annual evaluation

October

- October meeting to discuss board and superintendent working relationship
    - How's it going?
    - What needs to occur more or less often?

February

- February meeting to discuss board and superintendent working relationship
    - How's it going?
    - What needs to occur mor or less often?

March

- Schedule Executive Session to compile results of survey and evaluation
- Invite Vincent to this Meeting to go through TFS results

April

- Schedule evaluation for Executive Session unless Superintendent would prefer evaluation in open session

By May 1st

- Agreed upon format and present superintendent evaluation prior to May
- Schedule during April Board Meeting

Schedule check in sessions July, October, February for board and superintendent

i. Community Resilience Grant Opportunity

Community Renewable Energy Grant Program
Guidance for Required Application Documents

This document provides guidance for the documentation required to apply for a Community Renewable Energy Grant. This guidance is for reference only and does not replace the Administrative Rules or the Opportunity Announcements.

Additional program information:
https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx

Documentation Required for All Applications

Written authorization from the applicant's governing body allowing submission of the application.

Regarding the requirement stated in OAR 330-250-0040(3)(b)(A) and OAR 330-250-0090(3)(b)(A), *Written authorization from the applicant's governing body allowing submission of the application*.

The following are examples of documentation that would be acceptable and meet this requirement:

1. A signed letter by an organization's governing body (Board of Directors/Commissioners) specifically authorizing the submission of an application for the specific opportunity period, and authorizing, by name and title, the authorized representative/signatory for the grant application.

2. Official minutes from an organization's governing body meeting whereby approval is granted to submit an application, and a specific authorized representative is stated by name and title.

3. A letter or document from the organization that specifically cites the local rule, code or bylaw granting authority of an organizational role to pursue and submit grant opportunities on behalf of the organization and includes the name and title of the current individual with that authority to serve as the authorized representative. A statement from the authorized representative authorizing submission of the grant application should be included, or the individual should be listed as either the applicant contact and/or the authorized representative in the application.

4. A signed statement from the authorized representative that states their position has a prior-established and standing authority within the organization's local rule, code, or bylaw to pursue and submit grant opportunities on behalf of the organization. The statement should state that submission of the grant application is authorized.

If you have questions about the documentation needed to meet this requirement, please contact the ODOE Community Grants team at Community.Grants@Energy.Oregon.gov.

Written authorization from the partner's governing body allowing submission of the application.

Regarding the requirement stated in **OAR 330-250-0040(3)(b)(C)** and **OAR 330-250-0090(3)(b)(C),** *For any partner that is a public body, written authorization from the partner's governing body allowing submission of the application.*

1. A signed letter by an organization's governing body (Board of Directors/Commissioners) specifically authorizing the submission of an application for the specific opportunity period, and authorizing, by name and title, the authorized representative/signatory for the grant application.

2. Official minutes from an organization's governing body meeting whereby approval is granted to submit an application, and a specific authorized representative is stated by name and title.

3. A letter or document from the organization that specifically cites the local rule, code or bylaw granting authority of an organizational role to pursue and submit grant opportunities on behalf of the organization and includes the name and title of the current individual with that authority to serve as the authorized representative. A statement from the authorized representative authorizing submission of the grant application should be included, or the individual should be listed as either the applicant contact and/or the authorized representative in the application.

4. A signed statement from the authorized representative that states their position has a prior-established and standing authority within the organization's local rule, code, or bylaw to pursue and submit grant opportunities on behalf of the organization. The statement should state that submission of the grant application is authorized.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Documentation that partners who are private businesses own a business site located in Oregon.

Regarding the requirement stated in **OAR 330-250-0040(3)(a)(D)** and **OAR 330-250-0090(3)(a)(D),** *For any partner that is a private business, documentation that the partner owns a business site(s) that is located in this state.*

Preferred documents include:

- For partners that are Limited Liability Corporations, provide copy of Articles of Organization for the State of Oregon.
- For partners that are Corporations should provide Articles of Incorporation for the State of Oregon.
- For any partner, their Annual Report filed with the State of Oregon.

Any documentation provided should demonstrate that the business partner's physical mailing address or primary place of business is in Oregon. Addresses for registered agents or P.O. boxes do not meet this requirement.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Documentation that partners who are rental property owners own rental property located in Oregon.

Regarding the requirement stated in **OAR 330-250-0040(3)(a)(E)** and **OAR 330-250-0090(3)(a)(E),** *For any partner that is an owner of rental property, documentation that the partner owns rental property(ies) that is located in this state.*

Recommended documents for meeting this requirement include copies of:

- Operating Agreements for the rental property,
- Property Title in the name of the partner,
- Property Deed in the name of the partner,
- A lease agreement including the partner as the property owner,
- Tax Records for the rental property in the name of the partner, or
- Other legal document that demonstrates ownership of rental property in Oregon.

Any documentation provided should include the partner's name as the owner and physical address of the property. Addresses that are P.O. boxes do not meet this requirement.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

Additional Documentation Required for Construction Applications

A statement of how the applicant will comply with applicable state and local laws and regulations, and that states the applicant will notify the appropriate agencies and obtain the required licenses and permits.

Regarding the requirement stated in **Opportunity Announcements #23-078 2.1(10)(c) and #23-079 2.1(10)(c),** *A statement of how the applicant will comply with applicable state and local laws and regulations, and that states the applicant will notify the appropriate agencies and obtain the required licenses and permits.*

The preferred means of providing this statement is in the form of a letter signed by an official (for example Mayor/Board President/Director) of the applicant or by the authorized representative/signatory for the grant application stating specifically how the applicant and any partners will comply with applicable state and local laws and regulations, and that states the applicant and any partners will notify the appropriate agencies and obtain the required licenses and permits for the project.

An itemized list of costs designated as either eligible or non-eligible for the grant. Breakdown of cost should show equipment and materials, labor, engineering, and other soft costs.

Regarding the requirement stated in **OAR 330-250-0090(3)(e)(A),** *The anticipated total project cost, which must be documented by providing a list of itemized costs, which the applicant shall designate as either eligible or non-eligible for the grant. The department shall review project costs for eligibility.*

To meet this requirement, use the required downloadable CREP form. Provide all anticipated project costs for the proposed renewable energy system only. These costs are the actual cost of the acquisition, construction and installation of a renewable energy system incurred by an applicant, before considering utility incentives. Breakdown of costs should show equipment and materials, labor, engineering, and other soft costs. Please see CREP-Construction-Cost-Guidance.pdf (oregon.gov) for additional eligible cost guidance.

Along with the required budget form, you may also provide a detailed project budget in your preferred format.

If you have questions about the documentation needed to meet this requirement, please contact the Community Grants team at Community.Grants@Energy.Oregon.gov.

		Alsea School
TEAM & PROJECT DESCRIPTION: Quality of project team based on clearly defined roles that show a sufficient number of team members (including partners) with the required experience in relation to the renewable energy project's need and complexity; and a complete project description summary that adequately describes the project to be developed.	10	I'll do this, School can add anything pertinent
PLAN & SCHEDULE: Strength of the renewable energy project plan, the applicant's ability to guide it to completion, and the quality of the project schedule details that demonstrate the applicant can meet grant timeline requirements: 12 months to start installation and 36 months to fully operational.	15	I'll do this
BUDGET & FINANCES: The demonstration of the applicant's ability to fund or finance the renewable energy project to completion in order to qualify for grant 10 Oregon Department of Energy 11 Opportunity Announcement #25-045 disbursement (grant is reimbursable).	10	School bids out project, put in the bid, contractor funds, until receipt of funds thru CREP grant
Equity Priorities		
RESILIENCE: The renewable energy project's ability to maintain the availability of energy needed to support and increase the community energy resilience of structures or facilities that are essential to the public welfare, level of importance of the critical public services, how many people will it serve.	10	Battery system can charge up any portable battery units that are critical to local homeowners (medical devices needed by locals, CPAP...), locals can charge up cell phones, ideally comm. can use some cold storage, have light, some heat, shelter if needed
PROJECT LOCATION & EJ COMMUNITY IMPACT: The renewable energy project is located in an Environmental Justice community and the degree to which the project will primarily serve and provide direct benefits to Environmental Justice community members.	5	Alsae is rural
EJ COMMUNITY OUTREACH PLAN: The quality of the community outreach plan to include EJ community members and regional stakeholders in the siting, planning, designing, or evaluating of the proposed project. This could include, but is not limited to, descriptions of surveys of the local community, attendance or participation at public meetings, community ideas and recommendations incorporated in the project plan	5	
EJ COMMUNITY ENGAGEMENT & LEADERSHIP: The level of community engagement in developing the grant application for a renewable energy project, including the degree to which EJ community members and community groups are involved in the project leadership, including project partners.	5	
EQUITY FRAMEWORK: The degree to which an equity framework(s) implementation and/or evaluation of the renew	5	
PROCUREMENT POLICIES: The degree to which disadvantaged business enterprises, emerging small businesses, or businesses that are owned by minorities, women, or disabled veterans are incorporated in the renewable energy project.	2.5	
Program Priorities		
PRIOR ENERGY EFFICIENCY INVESTMENTS: The level of significant prior investments in energy efficiency measures and/or the number of aggregate improvements to demand response capabilities at the project location.	2.5	They installed heat pumps to replace 30 year old inefficient system. They are replacing lighting with LED
NATURAL HAZARD MITIGATION PLAN: The extent to which the renewable energy project assists the applicant in achieving goals included in a related natural hazard mitigation plan approved by the Federal Emergency Management Agency	5	
BUSINESS AND FAMILY DIRECT ENERGY COST SAVINGS: The level of the renewable energy project's anticipated direct energy cost savings to families and small businesses (amount of savings predicted relative to the grant request amount, number of families and businesses that see direct savings, diversity and types of families and businesses that see the direct benefits)	2.5	
ECONOMIC DEVELOPMENT: Not including job creation, the types and level of economic development the renewable energy project will provide. (Consider increases to average incomes, ensure sustainable economic growth, innovation, workforce development, business retention and expansion, and promotion of an environment that supports entrepreneurship and small business development)	2.5	
JOB CREATION: Level of estimated local jobs created by the construction, installation, and operations of the renewable energy project's lifetime, in relation to the estimated size/cost of the renewable energy project.	5	
JOB CREATION:		
DIVERSITY: Geographic diversity including locations of prior grantees and the diversity of technology, resource types and renewable energy project/system size.	10	
	95	
<u>Environmental Justice community</u>		
Oregon's Definition (per HB 4077) includes:		
Communities of color		

		Alsea School
Tribal communities		
Rural and remote communities	Yes	
Coastal communities	Close	
Communities experiencing lower incomes or health inequities	Yes	
Seniors, youth, and persons with disabilities		
Communities with limited infrastructure or historically excluded from public processes		

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

a. GBN/JBA - Sexual Harassment

Alsea School District 7J

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

Sexual Harassment

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

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

General Procedures

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

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[1] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

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

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

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the

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

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

conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

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

Oregon Procedures

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

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

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

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

1. Student is protected and to promote a nonhostile learning environment;

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

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

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

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

Investigation

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

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

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

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

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

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

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

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

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

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

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report

or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person[3] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[4]:

1. Name and contact information for all person designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol

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

[4] Remember confidentiality laws when providing any information.

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

9. Prohibition of retaliation.

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

The notice must:

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

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

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

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

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

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[5];

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

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

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

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

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

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

Federal Procedures

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

Reporting

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

The HS Principal is designated as the Title IX Coordinator and can be contacted at 541-487-4305. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[9]

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

[7] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[7] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

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

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

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[10] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

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

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

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

No Retaliation

Neither the district or any person may retaliate[12] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

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

Publication

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

END OF POLICY

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

[11] Of the United States Department of Education.

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

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Cross Reference(s):

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

b. IIBG - Responsible Use of Technology

Code: IIBG
Adopted:

Responsible Use of Technology

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

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

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

END OF POLICY

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c. IIBG-AR - Responsible Use of Technology

Code: IIBG-AR
Adopted:

Responsible Use of Technology

Definitions

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

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

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

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

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

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

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

Purpose

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

Student Responsibilities

1. Student Technology Expectations:

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

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

Shared Student, Staff, and Administrator Responsibilities

1. Manage Data Responsibly

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

2. Conscious When Creating Content

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

3. Review Material for Accuracy and Bias

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

4. Honor Agreements

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

5. Avoid Mimicry:

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

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

Shared Staff and Administrator Responsibilities

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

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

3. Select, Deselect and Mitigate Technology-Related Material

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

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

4. Planning for Student Technology Use

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

5. Instructional Practices

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

6. Student Accommodations

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

School Administrator Responsibilities

1. Oversee Building Technology Use

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

District Responsibilities

1. Oversight of the District Technology Program

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

2. Access to Technology

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

3. Community Engagement

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

4. Professional Development

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

5. Monitoring Student Use

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

8. **Second Reading**
9. **Board Comments**
10. **Future Agenda Items**
11. **Key Dates**