Alsea School Board Meeting

Monday, September 8, 2025 6:00 PM
Staff Room, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
   a. Flag Salute
   b. Approval of Agenda
2. **Consent Agenda**
   a. Approval of Minutes
      i. August 11, 2025 - Regular School Board Meeting

Alsea School Board Meeting
Monday, August 11, 2025
6:00 PM
Staff Room

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

Board Members Present: Risteen Follett, Jamie Olsen, Russ Ceperich, George Laiblin, Soren Rounds
Board Members Absent: None
Staff Present: Stacy Knudson, Don Staehely, Mary O'Brien, Lora Nickle
Present Online: Staff and Community members were in attendance

1. **Call to Order - 6:00 PM**
   a. Flag Salute
   b. Approval of Agenda
      Soren Rounds requested an item added. A nomination for the OSBA Board of Directors for our region. Agenda approved with the addition of the requested item.
2. **Consent Agenda**
   a. Approval of Minutes - July 22, 2025
   b. Monthly Financial Checklist
      Jamie Olsen noted that the voting information was omitted under 5a. Community Resilience Grant Opportunity. Russ Ceperich motioned to approve the consent agenda with the amendment. Soren Rounds seconded the motion. Motion carried 5-0
3. **Patron Comments - None**
4. **Reports**
   a. Superintendent Report
      Stacy Knudson gave her report to the Board. The document can be found online.
   b. Athletics and Activities
      Joe Harris gave his report to the Board. The document can be found online.
   c. Business Manager Report
      Don Staehely gave his report to the Board. The document can be found online.
   d. Seismic Construction Report
      Nancy Giggy gave her report to the Board. The document can be found online.
5. **New Business**
   a. Approve Evaluation Standards and Process
      Russ Ceperich motioned to approve the Evaluation Standards and Process through OSBA.Soren Rounds seconded the motion. The Board discussed. Motion carried 5-0.
   b. Superintendent Goals
      Stacy Knudson presented her goals for the 2025-26 school year. The document is available online. The Board asked clarifying questions.
   c. Board Operating Agreement and Superintendent Governance
      Risteen Follett and Jamie Olsen have been working together to add modifications to the current agreement. Two key areas were how the Superintendent will keep the Board current on building operations and emergencies. Secondly, moving away from 'feel good' Board meetings and keeping it to a 'meeting of business' as well as a few other minor modifications. The Board discussed at length. Soren Rounds motioned to accept the modifications to the Board Operating Agreement and Superintendent Governance. George Laiblin seconded the motion. Motion carried 5-0.
   d. Nomination for the OSBA Board of Directors for our region.

Soren Rounds spoke to the Board about submitting a nomination for Clyde Rood. The Board discussed. Lora Nickle will look at the nomination process. Soren Rounds made a motion to nominate Clyde Rood for the OSBA Board of Directors. Russ Ceperich seconded the motion. After further discussion the motion carried 5-0.

6. **Old Business**

7. **First Reading *(Shaded words are new/strikethroughs are deleted)**
   a. GBC - Staff Ethics
   b. GBC-AR - Staff Ethics
   c. JFCEB - Personal Electronic Devices and Social Media
   d. JFCEB-AR - Personal Electronic Devices and Social Media

   Stacy Knudson explained the added language to policies GBC and GBC-AR; Staff Ethics. She worked with the Oregon Government Ethics Commission, OSBA's legal team, OSBA's Policy Development Director. The new language protects both employees and tax payers. The new language ensures the perception that those resources are not used for personal gain over public service. The Board discussed at length. Policies JFCEB and JFCEB-AR will be coming out shortly. However, Ms. Knudson wanted to present something to the Board in case the updated Policies from OSBA did not come out in enough time for the Board to approve by October 31st.

8. **Second Reading**
   a. GBN / JBA - Sexual Harassment
   b. IIBG - Responsible Use of Technology
   c. IIBG-AR - Responsible Use of Technology

   Russ Ceperich motioned to approve policies GBN/JBA, IIBG AND IIBG-AR as written. Soren Rounds seconded the motion. Soren Rounds asked about IIBG-AR clarification on written notification. Russ Ceperich amended his motion to approve policies GBN/JBA, IIBG AND IIBG-AR with clarification on IIBG-AR to read 'written or emailed request'. Jamie Olsen seconded the motion. Motion carried 5-0.

9. **Board Comments**

   Risteen Follett thanked Soren, Russ and Stacy for attending the Summer OSBA conference representing Alsea SD. Soren and Russ expressed the great information they received from the conference.

10. **Future Agenda Items**

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

12. Adjournment - 8:09 PM

ii. August 28, 2025 - Urgent School Board Meeting

Alsea Urgent Meeting
Thursday, August 28, 2025
1:00 PM
Virtual Only

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

Board Members Present Online: Jamie Olsen, Russ Ceperich, George Laiblin, Soren Rounds

Board Members Absent: Risteen Follett

Staff Present Online: Stacy Knudson, Lora Nickle as well as numerous staff and community members.

1. Call to Order – 1:00 PM

a. Flag Salute

2. Approval of Agenda

Soren Rounds motioned to approve the agenda as presented. Russ Ceperich seconded the motion.

3. Revised 2025-26 Academic Calendar

Stacy Knudson explained the delays in construction and the deep cleaning that will need to be done. She is proposing that the start date for students be moved to September 8th. She consulted with the staff as to whether they would prefer to add two days back to the week of Thanksgiving or add two additional Fridays. The staff unanimously voted to add the days back during the week of Thanksgiving. Soren Rounds motioned to approve the the revised calendar presented by the Superintendent. George Laiblin seconded the motion. Motion carried 4-0.

4. Adjournment – 1:03 PM

b. Hire:
Josh Cleveland - Bus Driver / Kitchen Assistant
Dwain Price - Bus Driver

c. Monthly Financial Checklist - August 2025

MONTH END RECONCILIATIONS AND FINANCIAL REVIEW

REPORT Month: Augist, 2025

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

Roxie Smallwood, Human Resource — 09-04-2025 Date

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 — 9/4/25 Date

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

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

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

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

7. Other

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

☐ Yes

☑ None

_____

_____

_____

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

☐ Yes, list below:

_____

_____

_____

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

☑ None

☐ Yes, list below:

Don Staehely /a — 9/4/25

Donald Staehely, Business Manager — 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 items?

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

☑ None

[signature] — 9.4.2025

Stacy Knudson, Interim Superintendent — Date

Revised 9/4/2025

3. **Patron Comments:**

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

4. **Reports**

a. Superintendent and K-12 Principal Reports

Alsea School District
September 2025 Board Meeting Board Report
Stacy Knudson, Interim Superintendent and Special Education Director

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1. Facilities - Seismic Grant

1. Construction has been behind schedule, a bit chaotic and yet we will pull together to get it all done to start on the 8th. The project simply was too massive to complete in 2 -1/2 months. I want to give credit to the team doing the work and make it public knowledge that this project was estimated to take 4.5 months, so this completion is actually incredible. Lessons for the future, we need to plan timelines and compensate with Friday school days and or online options to start or finish a school year in order to not interrupt the start of school, sports programs, etc. It was also unfortunate advise to have the school staff/custodial team of three scheduled for the clean up, especially without preventative prep to prevent debris and dust from covering everything in every inch of the building. With that, future seismic planning will include detailed plans for cleanup crews and time built in for this as well as accounting for ample time in regards to final walk through approvals. Cleaning crews are scheduled to be on site 9/4 and 9/5 as well as our staff working hard to clean and set up classrooms before the start of school on the 8th. Many staff will work through the weekend to ensure a bright, organized and welcoming environment for our students.
2. The fire alarm system cannot be tested for the final approval until all cleaning is complete. In consultation with the officials, final inspection is set for Monday afternoon. To comply with safety code, in the meantime, we must follow protocols for an inactive system. We have a designated fire watch person who will survey each room on campus every 15 minutes the entire time the building is occupied with staff and students. They track times, locations and potential fire danger or activity, in which case they would report via radio to the office and dispatch 911 and evacuation protocols. We are running this from 7:00am through 8:00pm on Monday and will turn all documentation over to the fire marshall for records. The plan and hope is that all inspections will pass Monday evening. This safety protocol will remain in place until the system passes inspection.

2. Schedules and Systems

- ☐ Staff have been actively developing our Core Values as Wolverines and working as a team to align these values into our PBIS system and our monthly focus work. Through Brene Brown's Values worksheet, the entire staff developed our top three core values: Integrity, Perseverance and Kindness. We are developing how this looks in all areas of the school and areas of our lives. It is exciting to see this come together. You will begin to see banners and gear as well as attitudes, which showcase these values.
    - ☐ See attached Alsea Values

- ☐ September PD on 9/19 we will host Bowman Consulting, LLC. Rick and Doris Bowman are experts in the field of education, specifically in the realm of the science of trauma on the brain and its impact on student learning. They educate on these topics and more importantly, educate staff on the powerful strategies and resources available to implement with our students for improved student outcomes. We will open this training to neighboring schools as well. We are extremely excited to host this learning opportunity.

- ☐ Staff PD through a book study, Personal and Authentic, will be conducted for certified staff across Semester 1. Semester 2 will be conducted with the classified staff.

- ☐ I attended LBLESD's regional workshop on MAC survey and Medicaid billing. Alsea has not participated in this for some time, but I am in the process of setting this up with Liz Wallace of LBL. This can potentially generate significant funds to support our school nurse, mental health supports, behavioral health supports and more for our students.

- ☐ **Community Engagement**

    a. Monthly visits are being scheduled with local businesses for engagement opportunities.
        i. The Alsea Plaza has also met to discuss partnering with ASD for student incentives within PBIS, Lunch with the Superintendent and other activities.
        ii. August's community visit on 8/27 was a great opportunity to visit with community members, parents, students and promote our local business. They were gracious hosts, serving up ice cream, water and popcorn for all who attended. We are looking forward to more of these moments.
        iii. September's event will be held on our campus for Open House on the 10th. We will also have a community input night on the 23rd, where we expand on our identity work, which feeds into the strategic plan. Our leadership team is focused on aligning all of this critical work for a cohesive plan in moving forward toward success for all in our district and extended school community.
            1. Safety Response Protocols will also be presented for families. SRP, I Love You Guys is approved by ODE and effectively implemented in districts across the state.
    b. With students returning, we will be developing a student leadership team as well as the Superintendent's advisory team. Surveys and meetings will be held to discuss these opportunities for students to take an active role in advocacy. The superintendent advisory team will also have space for a staff member and community member with the focus on analyzing policy impacts on diverse populations and perspectives. Be on the lookout for this interest survey.

3. EO 25-09: Personal Electronic Device Stakeholder Feedback:

Community Feedback Survey: Executive Order 25-09 (Device Ban Policy)

Who Responded

- 70 families/community members participated.
- Representation across grade levels: K–2: 8%, 3–6: 39%, 7–8: 25%, 9–12: 48%, No students in district: 13%

Awareness of Policy

- 29% not familiar, 28% somewhat familiar, 29% moderately familiar, 19% fairly familiar, 10% very familiar.
- Most understood it as a ban on personal devices (esp. cell phones) during the school day beginning Jan 1, 2026.

Overall Support

- Strong support: 56%, Somewhat support: 16%, Neutral: 10%, Somewhat oppose: 13%, Strongly oppose: 4%.
- Majority support limiting personal device use during class time.

Expected Benefits

- Fewer distractions – 93%, Improved focus – 75%, Stronger social connections – 52%, Better mental health – 45%,
  Reduced cyberbullying – 35%

Concerns Raised

- Safety/emergency access (44%), Device storage logistics (46%), Equity in enforcement (38%).
- Stress on students with IEP/504 needs, Pushback from parents/students.
  Storage Preferences
- Lockers/cubbies (27%), Student backpacks (27%), Locking classroom boxes (23%), Other (23%)

Anticipated Challenges

- Enforcement consistency, Student resistance, Lost instructional time, Liability for theft/loss.

Impact on Students

- Improved learning: 54% likely/very likely, Improved well-being: 52% likely/very likely, Improved peer connections:
  56% likely/very likely

Communication Preferences

- Preferred updates: Remind alerts (54%), Website/handbooks (46%), Newsletter (40%), Social media (31%).
- Some suggested Open House info sessions.

Supports Requested

- Clear expectations, Emergency communication plan, Ongoing family updates, Consideration for IEP/504 needs.

Key Takeaways

- Majority support for device ban, but concerns with safety, storage, and consistency.
- Families see potential academic and social benefits if implemented well.
- Clear communication, fair application, and emergency planning will be critical for success.

Alsea Values

The Core 3



Kindness

As a wolverine I am:

- Inclusive
- Respectful to myself and others
- Understanding
- Compassionate
- Empathetic
- Identifying and getting my needs met

Perseverance

As a wolverine I am:

- Adaptable
- Working through frustration to achieve goals
- Building GRIT
- Focusing on progress so I keep going when things are hard
- Building stamina
- Doing my best however that looks

Integrity

As a wolverine I am:

- Honest
- Holding myself accountable by doing the right thing no matter who is watching
- Coming forward when needed

Alsea School District Master Curriculum Guide

Column 1	Universal Diagnostic	ELA	Math	Social Studies	Science	Health	TSEL	Tech. Info.	Career Readiness + Personal Finance
Kinder	I-ready reading + math	UFLI + Saavas I-ready Personal Path	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
1st	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
2nd	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
3rd	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
4th	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
5th	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Mystery Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
6th	I-ready reading + math	UFLI + Saavas: My View	Number Corner + I-ready I-ready Personal Path	TCI - History Alive	Generation Genius	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	-
7th	I-ready reading + math	Saavas: My Perspectives	McGraw Hill REVEAL Math	Prentice Hall: World History - The Ancient World	Open SciED + Flinn NGSS Aligned: Physical Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	YouScience + BE Publishing - eReadiness
8th	I-ready reading + math	Saavas: My Perspectives	McGraw Hill REVEAL Math	HMH: US History - American History	Open SciED + Flinn NGSS Aligned: Physical Science	The Great Body Shop	Wayfinder	BE Publishing - eReadiness	YouScience + BE Publishing - eReadiness
9th	I-ready reading + math	Saavas: My Perspectives	McGraw Hill REVEAL Math	-	Patterns Physics+Earth Science: Physical Science	Glencoe Health 2015, encoe Human Sexuality 2015, Pearson Interactive Science (Human Body Systems) 2011	Wayfinder	BE Publishing - eReadiness	YouScience + BE Publishing - eReadiness
10th	I-ready reading + math	Saavas: My Perspectives	McGraw Hill REVEAL Math	HMH: World History - The Renaissance through the 20th Century	Biology - not offered this year Robotics: Vex Robotics	-	Wayfinder	BE Publishing - eReadiness	YouScience + BE Publishing - eReadiness
11th	I-ready reading + math	Saavas: My Perspectives	McGraw Hill REVEAL Math	HMH: US History - Western Migration through the Cold War	Kanter and Poole NGSS: Chemistry	-	Wayfinder	BE Publishing - eReadiness	YouScience + Publishing - eReadiness t Gen Personal Finance Junior Achievement
12th	I-ready reading + math	Saavas: My Perspectives	-	HMH: Civics Glencoe: Economics	Kanter and Poole NGSS: Chemistry	-	Wayfinder	BE Publishing - eReadiness	YouScience + BE Publishing - eReadiness

i. Enrollment Report

ENROLLMENT															
Grade	**In building/ LaHO**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**TOTAL**
As of 9/1/24	In building	7	5	7	12	11	16	20	15	13	16	12	18	10	**162**
As of 9/1/24	Learn at Home	6	5	3	15	18	9	8	0	0	0	0	0	0	**64**
As of 9/1/24	**TOTAL**	**13**	**10**	**10**	**27**	**29**	**25**	**28**	**15**	**13**	**16**	**12**	**18**	**10**	**226**
As of 10/1/24	In building														**0**
As of 10/1/24	Learn at Home								0	0	0	0	0	0	**0**
As of 10/1/24	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 11/1/24	In building														**0**
As of 11/1/24	Learn at Home								0	0	0	0	0	0	**0**
As of 11/1/24	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 12/1/24	In building														**0**
As of 12/1/24	Learn at Home								0	0	0	0	0	0	**0**
As of 12/1/24	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 01/01/25	In building														**0**
As of 01/01/25	Learn at Home								0	0	0	0	0	0	**0**
As of 01/01/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 02/1/25	In building														**0**
As of 02/1/25	Learn at Home								0	0	0	0	0	0	**0**
As of 02/1/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 03/01/25	In building														**0**
As of 03/01/25	Learn at Home								0	0	0	0	0	0	**0**
As of 03/01/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 04/01/25	In building														**0**
As of 04/01/25	Learn at Home								0	0	0	0	0	0	**0**
As of 04/01/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 05/01/25	In building														**0**
As of 05/01/25	Learn at Home								0	0	0	0	0	0	**0**
As of 05/01/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
As of 06/01/25	In building														**0**
As of 06/01/25	Learn at Home								0	0	0	0	0	0	**0**
As of 06/01/25	**TOTAL**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

b. Athletics and Activities

Athletics and Activities – Joe Harris

Board Report – 9/8/25

Summary:

HS Football updates:

Week zero game was hosted @ Powers High School. Alsea played a great game and took the defending 1A state champs on. We ended with a loss, but it was a close game with a game winning TD being called back for stepping out of bounds. 45-40.

Week 1 (9/5) – Playing at Elkton – At the time of writing this, the game had yet to be played.

Final score:

Week 2 (9/12) – Bye week

Week 3 (9/19) – Jewell @ Alsea – First home game – 7pm

HS Volleyball updates:

Volleyball got started on the 29th with a Jamboree at E. Linn Christian

Week 1 (9/2-9/6)

Alsea defeated Falls City/Kings Valley - 3-0

9/4 - @ Mapleton with Pacific – Double dual – At the time of the writing this, these games had yet to be played.

Final Score:

9/6 – Eagle Classic Tournament – At the time of the writing this, these games had yet to be played.

MS VB will begin practices starting on Sept 8th.

MS FB started practicing on Sept. 4th.

9/9/25 – MS fall sports pictures after school.

9/10/25 – MS fall sports parent meetings during the open house @ 4:45pm

Football field is coming in now. Contractor came out and put some fertilizer on the field and this seemed to help. We will host 3 games this year and will be able to have MS play on the surface as well.

c. Business Manager Report

Financial Summary – August 31, 2025

Brynn Campbell and I have been working on the audit this past month and have only a few remaining areas to complete. Hopefully the audit will be presented in October or November. Regarding the 25-26 school year, all staff and extra duty positions have been entered and encumbered for the upcoming fiscal year. Insurance benefits have not been encumbered. Insurance open enrollment does not close until September 9, with coverage beginning with the new premiums on October 1.

General Fund Resources

- State School Support – As shared last month, the final adjustments for 24-25 will not be known until April of 2026. Included in the statements is an analysis of the 24-25 and 25-26 SSF comparing budget, ODE and projected figures. All figures are estimates and will not be updated until the 2Q attendance figures have been submitted to the state.
- 1510 - Earnings on investments – The district is still receiving approximately $31K, with the interest rate, 4.60%. These funds are distributed among the other funds, which have positive balances. The general fund is earning around $28K per month.
- The unaudited beginning fund balance is approximately $6.47 million, which is due to the loss of SSF funds.
- All other revenues are estimated on the amount the district received in 24-25.

General Fund Expenditures

- As shared earlier, the encumbered expenditures are mainly salaries and non-insurance benefits.

Special Revenue

- All claims have been made and received for the 24-25 fiscal year.
- All federal grants go through September 30. Title I, II and IV can be carried forward through September 30, 2026, after approval by the ODE. All other grants are based on estimates the district has received.
- Pre-Employment Transition Program – the grant goes through September 30. The figures show the amount students were paid for summer work.

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Debt Service

- No change in the Debt Service – Projected ending balance is estimated at approximately $34,500.

Capital Projects

- 400 – Capital Projects - reflects interest received on monies at the LGIP and a beginning cash balance of $376k. Expenditures represent an upgrade to the fire alarm system. Available funds are approximately $219 K.
- 410 - Bond 2021 and OSCIM Grant –As with Fund 400, the balance on June 30 that will be reflected in the audit is approximately $51,000. All these funds will be expended by the end of September.
- 430 – Seismic Rehabilitation – The beginning cash is approximately $514 K. Presently, the district is showing a $83K available balance. However, some items may not be encumbered yet and the report from IMS will be more accurate.

Unemployment Reserve

- As shared last month, The reserve will have sufficient funds to cover claims during the 25-26 fiscal year. No payroll costs will be charged during the 25-26 fiscal year for this cost. Most classified 10-month employees have filed for unemployment for the summer break period. The 1st quarter billing will provide a good figure to estimate future unemployment requirements. The savings to the various funds for not charging a rate this fiscal year is $75,000, which will offset a portion of the SSF reduction.

PERS Reserve

- No change.

GENERAL FUND
STATEMENT OF RESOURCES
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

LINE		SOURCE	BUDGET	Y-T-D 8/31/2025	PROJECTED	TOTAL 8/31/2025	BALANCE OVER/(UNDER)
		STATE SCHOOL SUPPORT FORMULA					
1	1111	CURRENT YEAR'S TAXES	**$ 540,000.00**	$ -	540,000.00	**$ 540,000.00**	**$ -**
2	1112	PRIOR YEAR'S TAXES	**4,000.00**	-	4,000.00	**4,000.00**	**-**
3	1114	OTHER TAXES	**-**	-	-	**-**	**-**
4	1190	INTEREST ON TAX COLLECTIONS	**1,000.00**	-	1,000.00	**1,000.00**	**-**
5	2101	COUNTY SCHOOL FUND	**-**	-		**-**	**-**
6	3103	COMMON SCHOOL FUND	**32,225.00**	-	32,225.00	**32,225.00**	**-**
7	3101	STATE SCHOOL SUPPORT FUND	**4,306,158.00**	1,020,129.00	3,060,428.00	**4,080,557.00**	**(225,601.00)**
8	4801	FEDERAL FOREST FEES	**-**	-	-	**-**	**-**
9		**TOTAL 2024-25 SSSF SOURCES (Line 1 - Line 8)**	**4,883,383.00**	**1,020,129.00**	**3,637,653.00**	**4,657,782.00**	**(225,601.00)**
		STATE SCHOOL SUPPORT FORMULA (Prior Yr Adjustments)					
10		STATE SCHOOL SUPPORT FUND 24-25			**49,029.00**	**49,029.00**	**49,029.00**
11		HIGH COST GRANT				**-**	**-**
12		**TOTAL SSSF PRIOR YR ADJ (Line 10 - Line 11)**	**-**	**-**	**49,029.00**	**49,029.00**	**49,029.00**
13		**TOTAL SSSF SOURCES (Line 9 + Line 12)**	**4,883,383.00**	**1,020,129.00**	**3,686,682.00**	**4,706,811.00**	**(176,572.00)**
		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	**250,000.00**	56,085.31	243,914.69	**300,000.00**	**50,000.00**
16	1710	ADMISSIONS - GATE FEES	**7,500.00**	-	3,200.00	**3,200.00**	**(4,300.00)**
17	1760	FUND RAISING	**-**	-	-	**-**	**-**
18	1910	RENTAL INCOME	**5,484.00**	950.00	4,534.00	**5,484.00**	**-**
19	1943	SERVICES PROVIDED CHARTER SCHOOLS	**76,128.00**	-	68,000.00	**68,000.00**	**(8,128.00)**
20	1960	RECOVER PRIOR YEAR'S EXPENDITURES	**-**	-	-	**-**	**-**
21	1920	DONATIONS	**-**	-	-	**-**	**-**
22	1980	FEES CHARGED OTHER GRANTS	**-**	-	-	**-**	**-**
23	1990	MISCELLANEOUS REVENUE	**24,800.00**	-	24,800.00	**24,800.00**	**-**
24		**TOTAL LOCAL SOURCES (Line 14 - Line 23)**	**363,912.00**	**57,035.31**	**367,601.64**	**424,636.95**	**60,724.95**
		OTHER SOURCES					
25	2102	REVENUE THROUGH ESD	**7,100.00**	-	7,100.00	**7,100.00**	**-**
26	2199	OTHER INTERMEDIATE SOURCES	**-**	-	-	**-**	**-**
27	3203	SPECIAL EDUCATION PROGRAMS	**-**	-	-	**-**	**-**
28	5300	INSURANCE REIMBURSEMENT	**-**	-	-	**-**	**-**
29	5400	BEGINNING CASH	**6,700,000.00**	6,465,780.69		**6,465,780.69**	**(234,219.31)**
30		**TOTAL OTHER SOURCES (Line 25 - Line 29)**	**6,707,100.00**	**6,465,780.69**	**7,100.00**	**6,472,880.69**	**(234,219.31)**
31		**TOTAL NON SSSF SOURCES (Line 24 + Line 30)**	**7,071,012.00**	**6,522,816.00**	**374,701.64**	**6,897,517.64**	**(173,494.36)**
32		**TOTAL RESOURCES (Line 13 + Line 31)**	**$ 11,954,395.00**	**$ 7,542,945.00**	**$ 4,061,383.64**	**$ 11,604,328.64**	**$ (350,066.36)**

Alsea School District 7J

Change in State School Support Formula Estimates

			24-25 Budget	24-25 6/16/2025	24-25 6/30/2025	25-26 Budget	25-26 6/16/2025	
	Weight	**Total**	**ADMw**	**ODE ADMw**	**Unaudited**	**Total**	**ADMw**	**ODE ADMw**	**Proj ADMw**
ADMr	1.00	295.00	295.00	222.13	233.07	222.00	222.00	222.00	222.00
ESL	0.50	8.00	4.00	1.69	1.69	6.00	3.00	3.00	3.00
Pregnant and Parenting	1.00		-						
IEP	1.00	42.00	32.45	24.43	25.64	24.42	24.42	24.42	24.42
IEPs above 11%	1.00	2.30	2.30	3.80	2.59	25.40	25.40	3.80	3.80
Students in Poverty	0.25	29.00	7.25	6.50	6.50	26.00	6.50	6.50	6.50
Foster Care	0.25	1.00	0.25			-	-	-	
Remote Elementary	1.00		-	38.82	38.82	38.82	38.82	38.82	55.01
Small High School	1.00	53.86	53.86	50.46	50.46	50.46	50.46	50.46	50.46
Total ADMw		431.16	395.11	347.83	358.77		370.60	349.00	365.19
Prior Yrs ADMw				398.68	398.68		358.77	347.83	358.77
Greater ADMw Amt between Yrs			**395.11**	**397.18**	**397.18**		**370.60**	**349.00**	**365.19**
Base Amount			$ 4,500.00	$ 4,500.00	$ 4,500.00		$ 4,500.00	$ 4,500.00	$ 4,500.00
Teacher Experience Base Amount			$ 25.00	$ 25.00	$ 25.00		$ 25.00	$ 25.00	$ 25.00
Experience			(2.30)	(5.14)	(5.14)		(5.14)	(5.14)	(5.14)
Teacher Experience Amount			(57.50)	(128.50)	(128.50)		(128.50)	(128.50)	(128.50)
Total Base Amount			$ 4,442.50	$ 4,371.50	$ 4,371.50		$ 4,371.50	$ 4,371.50	$ 4,371.50
Ratio			2.34088952892	2.33731801238	2.33731801238		2.47542604256	2.48076126416	2.48076126416
State School Funding Per ADMw			**$ 10,399.40**	**$ 10,217.59**	**$ 10,217.59**		**$ 10,821.00**	**$ 10,845.00**	**$ 10,845.00**
General Purpose Grant			**$ 4,108,907**	**$ 4,073,576**	**$ 4,073,576**		**$ 4,010,263**	**$ 3,784,782**	**$ 3,960,486**
Transportation			1,100,000.00	900,000.00					
Expenses									
Depreciation					876,199				
Non reimbursed miles					143,786				
Capacity 20 or less					(35,766)				
Capacity 21 or more					(22,036)				
					962,183		970,000	970,000	970,000
Percent			90%	90%	90%		90%	90%	90%
Transportation Grant			**$ 990,000.00**	**$ 810,000.00**	**$ 865,965.00**		**$ 873,000.00**	**$ 873,000.00**	**$ 873,000.00**
Rounding									
Total Formula Revenue			**$ 5,098,907**	**$ 4,883,576**	**$ 4,939,541**		**$ 4,883,263**	**$ 4,657,782**	**$ 4,833,486**
Less Local Collections									
Property Taxes			530,000	530,000	529,652		545,000	545,000	545,000
Common School			41,205	40,053	40,053		32,225	32,225	32,225
County School			-	-	7,284				
Federal Forest Fees			-	-	-		-	-	-
Total Local Offsets			**571,205**	**570,053**	**576,989**		**577,225**	**577,225**	**577,225**
State School Support Formula			**$ 4,527,702**	**$ 4,313,523**	**$ 4,362,552**		**$ 4,306,038**	**$ 4,080,557**	**$ 4,256,261**
Food Service Match				**$ (896)**	**$ (896)**			**$ (225,481)**	**$ (49,777)**
State School Support				**$ 4,312,627**	**$ 4,361,656**				
May 2026 Projected Adjustment					**$ 49,029**				

GENERAL FUND
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

		BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
INSTRUCTION							
1111	Elementary, K-5	$ 1,325,301.00	$ 3,045.90	$ 1,083,478.58	$ 1,086,524.48	$ 238,776.52	
1113	Elementary Extra-curricular	3,808.00	-	-	-	3,808.00	
1121	Middle/Junior High Programs	298,438.00	2,175.06	329,614.23	331,789.29	(33,351.29)	
1122	Middle/Junior High School Extra-curricular	51,539.00	423.75	18,624.25	19,048.00	32,491.00	
1131	High School Programs	477,973.00	1,936.78	330,166.80	332,103.58	145,869.42	
1132	High School Extra-curricular	141,006.00	10,284.41	63,193.23	73,477.64	67,528.36	
1250	Less Restrictive Programs: Students w/ Disability	452,386.00	3,149.47	343,385.11	346,534.58	105,851.42	
1291	English Second Language Programs	4,679.00	-	1,392.59	1,392.59	3,286.41	
	TOTAL INSTRUCTION	2,755,130.00	21,015.37	2,169,854.79	2,190,870.16	564,259.84	79.52%
SUPPORT SERVICES							
2113	Social Work Services	4,963.00	80.36	5,151.95	5,232.31	(269.31)	
2114	Student Accounting Services	28,784.00	4,645.67	23,228.73	27,874.40	909.60	
2134	Nurse Services	12,000.00	4,800.00	5,119.40	9,919.40	2,080.60	
2142	Psychological Testing Services	50,200.00	-	2,109.00	2,109.00	48,091.00	
2152	Speech Pathology Services	50,450.00	-	-	-	50,450.00	
2160	Other Student Treatment Services	45,500.00	-	-	-	45,500.00	
2190	Service Direction, Student Support Services	83,946.00	6,645.77	69,476.88	76,122.65	7,823.35	
2210	Improvement of Instruction Services	-	-	-	-	-	
2222	Library/Media Center	1,250.00	-	-	-	1,250.00	
2230	Assessment and Testing	4,288.00	348.12	3,829.21	4,177.33	110.67	
2240	Instructional Staff Development	26,000.00	-	1,500.00	1,500.00	24,500.00	
2310	Board of Education Services	159,731.00	15,076.54	4,915.50	19,992.04	139,738.96	

GENERAL FUND
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

			BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
2321		Office of the Superintendent Services	246,266.00	42,916.79	168,062.71	210,979.50	35,286.50	
2410		Office of the Principal Services	544,864.00	53,276.60	432,170.43	485,447.03	59,416.97	
2520		Fiscal Services	334,305.00	37,150.59	209,177.21	246,327.80	87,977.20	
2540		Operation and Maintenance of Plant Services	615,454.00	121,097.43	276,500.13	397,597.56	217,856.44	
2550		Student Transportation Services	1,017,695.00	72,825.08	536,004.07	608,829.15	408,865.85	
2660		Technology Services	93,751.00	7,027.40	41,147.85	48,175.25	45,575.75	
2700		Supplemental Retirement Program	-	-	-	-	-	
		TOTAL SUPPORT SERVICES	3,319,447.00	365,890.35	1,778,393.07	2,144,283.42	1,175,163.58	64.60%
OTHER REQUIREMENTS								
5200		Transfers of Funds						
5200	790	Food Service	100,000.00	-	100,000.00	100,000.00	-	
5200	792	Bus Fund	112,601.00	-	112,601.00	112,601.00	-	
5200	795	Special Revenue	-	-		-	-	
5200	794	Capital Projects	200,000.00	-		-	200,000.00	
6110		Operating Contingency	500,000.00	-		-	500,000.00	
7000		Unappropriated Ending Fund Balance	4,967,217.00	-		-	4,967,217.00	
		TOTAL OTHER REQUIREMENTS	5,879,818.00	-	212,601.00	212,601.00	5,667,217.00	3.62%
		TOTAL EXPENDITURES	$ 11,954,395.00	$ 386,905.72	$ 4,160,848.86	$ 4,547,754.58	$ 7,406,640.42	38.04%

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

				REVENUE				EXPENDITURES			
#	Fund Title	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
200	Donations		$ 2,730.15	$ -	1,219.85		$ 3,950.00	$ -	$ 3,950.00	$ 3,950.00	$ -
203	Title I-A	6,265.62	-		6,265.62		6,265.62	3,943.50		3,943.50	
203	Title I-A	50,057.00		-	50,057.00		50,057.00	-	-	-	
203	**Total Title I**	**56,322.62**		-	56,322.62		56,322.62	3,943.50	-	3,943.50	52,379.12
205	Small Rural School Achievement (SRSA)	32,998.00	-	-	32,998.00		32,998.00	-	14,307.22	14,307.22	18,690.78
207	Preemployment Transition Program	17,066.03		-	17,066.03		17,066.03	17,066.03	-	17,066.03	-
206	Title III-A Immigrant Grant	-	-	-	-		-	-	-	-	-
208	E-Rate Funds		150.31	-			150.31	-	-	-	150.31
210	IDEA Part B 611	3,322.18	-		3,322.18		3,322.18		3,322.18	3,322.18	-
210	IDEA Part B 611	61,244.00		-	61,244.00		61,244.00	-	46,520.86	46,520.86	14,723.14
210	**Total IDEA Part B 611**	**64,566.18**		-	64,566.18		64,566.18	-	49,843.04	49,843.04	14,723.14
216	IDEA Part B 619 FFY24	401.15		-	401.15		401.15	-	-	-	401.15
220	Title II-A - Teacher Quality 24-25	6,082.89	-		6,082.89		6,082.89	1,203.16	-	1,203.16	4,879.73
220	Title II-A - Teacher Quality 25-26	6,191.00	-		6,191.00		6,191.00			-	6,191.00
220	Title IV-A - Student Support and Academic Enrichment 24-25	10,981.00	-		10,981.00		10,981.00			-	10,981.00
220	Title IV-A - Student Support and Academic Enrichment 25-26	10,000.00		-	10,000.00		10,000.00		-	-	10,000.00
220	**Title V- B REAP**	**33,254.89**		-	33,254.89		33,254.89	1,203.16	-	1,203.16	32,051.73
227	Early Literacy Grant	54,973.00	-	-	54,973.00		54,973.00	-	1,455.12	1,455.12	53,517.88
228	After School Programs		-	-	-		-	-	-	-	-
	Integrated Guidance										
226	Early Indicator Intervention	$ 699.00	$ -	$ -	$ 699.00		$ 699.00	$ -	$ -	$ -	699.00
248	Federal School Improvement Funds to CSI & TSI Schools 22-23	36,264.00	-	-	36,264.00		36,264.00	-	28,464.21	28,464.21	7,799.79
251	Student Investment Account - Y1	325,837.00	-		325,837.00		325,837.00	12,875.60	276,900.70	289,776.30	36,060.70
252	High School Success M98 - Y1	71,200.00			71,200.00		71,200.00	1,943.30	55,584.29	57,527.59	13,672.41
	Total Integrated Guidance	**434,000.00**		-	434,000.00	-	434,000.00	14,818.90	360,949.20	375,768.10	58,231.90
257	Baseball/Softball Program	-	3,706.92	-			3,706.92	-	-	-	3,706.92

SPECIAL REVENUE FUNDS

STATEMENT OF GRANTS AND OTHER SPECIAL REVENUE FUNDS

				REVENUE				EXPENDITURES			
#	Fund Title	Grant Amount	Beginning Cash	Y-T-D	PROJECTED	Transfer from General Fund	TOTAL	Y-T-D	Encumbered	TOTAL	Balance
256	Carl Perkins	-	-	-	-		-	-	-	-	-
259	Student Activity Funds	-	52,184.49	-			52,184.49	4,844.19	50.00	4,894.19	47,290.30
263	Outdoor School		-	-	-		-	-	2,785.26	2,785.26	(2,785.26)
265	Menstrual Dignity Act	-	-	-	-		-	-	-	-	-
290	Bus Replacement Fund	-	162,159.31	38,006.59		112,601.00	312,766.90	-	91,228.02	91,228.02	221,538.88
298	Nutrition Services Grants										
127	Fresh Fruit and Vegetable Program		-	-			-	-	-	-	-
299	Nutrition Services	-	-	-		100,000.00	100,000.00	2,980.53	44,797.10	47,777.63	52,222.37
	TOTAL		220,931.18	38,006.59	694,801.72	212,601.00	1,166,340.49	44,856.31	569,364.96	614,221.27	552,119.22

DEBT SERVICE
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

			BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES								
1111		CURRENT YEAR'S TAXES	**$ 97,760.00**	$ -	**97,760.00**	**97,760.00**	**-**	
1112		PRIOR YEAR'S TAXES	**500.00**	-	**500.00**	**500.00**	**-**	
1190		OTHER TAXES	**100.00**	-	**100.00**	**100.00**	**-**	
1510		INTEREST EARNINGS	**1,000.00**	269.97		**269.97**	**(730.03)**	
5400		BEGINNING FUND BALANCE	**30,261.00**	34,545.47		**34,545.47**	**4,284.47**	
		TOTAL INSTRUCTION	**129,621.00**	**34,815.44**	**98,360.00**	**133,175.44**	**3,554.44**	
EXPENDITURES								
5110		Long-Term Debt Service						
5110	610	Redemption of Principal	**40,000.00**	**-**	**40,000.00**	**40,000.00**	**-**	
5110	621	Regular Interest	**60,000.00**	**-**	**60,000.00**	**60,000.00**	**-**	
7000		Unappropriated Ending Fund Balance	**29,621.00**	**-**	**-**	**-**	**29,621.00**	
		TOTAL EXPENDITURES	**129,621.00**	**-**	**100,000.00**	**100,000.00**	**29,621.00**	**77.15%**
PROJECTED ENDING FUND BALANCE			**$ -**	**$ 34,815.44**	**$ (1,640.00)**	**$ 33,175.44**	**$ 33,175.44**	

CAPITAL PROJECTS (400)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

		BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ -**	$ 2,707.99		**2,707.99**	**(2,707.99)**	
5200	Transfer from General Fund	**200,000.00**	-		**-**	**200,000.00**	
5400	Beginning Fund Balance	**780,000.00**	376,601.00		**376,601.00**	**403,399.00**	
	TOTAL INSTRUCTION	**980,000.00**	**379,308.99**	**-**	**379,308.99**	**600,691.01**	
EXPENDITURES							
4150	Building Improvement	**980,000.00**	**2,801.60**	**157,395.01**	**160,196.61**	**819,803.39**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**980,000.00**	**2,801.60**	**157,395.01**	**160,196.61**	**819,803.39**	**16.35%**
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 376,507.39**	**$ (157,395.01)**	**$ 219,112.38**	**$ 219,112.38**	

BOND 2021 AND OSCIM GRANT (410)
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

		BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ -		-	-	
5400	Beginning Fund Balance	60,000.00	50,935.61		50,935.61	(9,064.39)	
	TOTAL INSTRUCTION	60,000.00	50,935.61	-	50,935.61	(9,064.39)	
EXPENDITURES							
4150	Building Improvement	60,000.00	-	50,737.39	50,737.39	9,262.61	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	60,000.00	-	50,737.39	50,737.39	9,262.61	84.56%
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 2025-26
As of August 31,2025

		BUDGET	ACTUAL Y-T-D 8/31/2025	ENCUMBERED	TOTAL 8/31/2025	BALANCE FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	$ -	$ -		-	-	
3299	State Grant	2,000,000.00	-	1,851,945.00	1,851,945.00	(148,055.00)	
5400	Beginning Fund Balance	-	514,425.32		514,425.32	514,425.32	
	TOTAL INSTRUCTION	2,000,000.00	514,425.32	1,851,945.00	2,366,370.32	366,370.32	
EXPENDITURES							
4150	Building Improvement	2,000,000.00	898,178.05	1,384,505.49	2,282,683.54	(282,683.54)	
7000	Unappropriated Ending Fund Balance	-	-	-	-	-	
	TOTAL EXPENDITURES	2,000,000.00	898,178.05	1,384,505.49	2,282,683.54	(282,683.54)	114.13%
PROJECTED ENDING FUND BALANCE		$ -	$ (383,752.73)	$ 467,439.51	$ 83,686.78	$ 83,686.78	

INTERNAL SERVICES
STATEMENT OF EXPENDITUES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2025-26
As of August 31,2025

UNEMPLOYMENT RESERVE

UNEMPLOYMENT RESERVE		BUDGET	ACTUAL 8/31/2025	ENCUMBERED	TOTAL	FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ 3,000.00**	$ 1,418.30		**1,418.30**	**(1,581.70)**	
1970	Services Provided Other Funds	**87,192.00**	-		**-**	**(87,192.00)**	
5400	Beginning Fund Balance	**150,000.00**	181,160.52		**181,160.52**	**31,160.52**	
	TOTAL INSTRUCTION	**240,192.00**	**182,578.82**	**-**	**182,578.82**	**(57,613.18)**	
EXPENDITURES							
2640	Unemployment	**240,192.00**	**-**	**-**	**-**	**240,192.00**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**240,192.00**	**-**	**-**	**-**	**240,192.00**	
PROJECTED ENDING FUND BALANCE		**$ -**	**$ 182,578.82**	**$ -**	**$ 182,578.82**	**$ 182,578.82**	

PERS RESERVE

		BUDGET	ACTUAL 8/31/2025	ENCUMBERED	TOTAL	FAVORABLE/ (UNFAVORABLE)	--%-- COMMITTED
RESOURCES							
1510	Interest Earnings	**$ 500.00**	$ 257.70		**257.70**	**(242.30)**	
1970	Services Provided Other Funds	**-**	-		**-**	**-**	
5400	Beginning Fund Balance	**31,500.00**	32,980.53		**32,980.53**	**1,480.53**	
	TOTAL INSTRUCTION	**32,000.00**	**33,238.23**	**-**	**33,238.23**	**1,238.23**	
EXPENDITURES							
2640	PERS	**-**	**-**	**-**	**-**	**-**	
7000	Unappropriated Ending Fund Balance	**-**	**-**	**-**	**-**	**-**	
	TOTAL EXPENDITURES	**-**	**-**	**-**	**-**	**-**	
PROJECTED ENDING FUND BALANCE		**$ 32,000.00**	**$ 33,238.23**	**$ -**	**$ 33,238.23**	**$ 1,238.23**	

d. Seismic Report

Alsea School District
Construction Manager's Report

Report Date: September 5, 2025

GENERAL OVERVIEW

The Seismic Renovation to the gym, locker rooms, stage, staff room and admin area was finished earlier this week and final cleaning is being completed today. The concession room rebuild could not be completed in time and will be scheduled for later this month. Some exterior finishes, such as roof flashing, are scheduled for completion next week and safety barriers will be maintained around those areas until work is done. The design team performed a punchlist walk earlier this week and created a list of finish items that will be addressed by the contractor this month without impacting school operations.

The Fire Alarm Replacement work is being inspected by the State Fire Marshall later this week.

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. To date, 53% of the committed costs have been spent.

Alsea School Gym Seismic Project Budget Summary - Updated September 3, 2025

Income

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

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 1,800,000.00	$ 2,432,742.00	$ 2,432,742.00	$ 1,091,434.07	Costs for construction contractors
Design Fees	$ 300,000.00	$ 319,013.50	$ 319,013.50	$ 282,528.56	Fees for architect & engineer
Consultant Fees	$ 60,000.00	$ 75,765.08	$ 75,765.08	$ 58,332.08	Fees for geotech, matl testing and special inspections
Project Management	$ 111,600.00	$ 111,600.00	$ 111,600.00	$ 101,216.00	IMS not-to-exceed fee
Permits & Fees	$ 20,000.00	$ 54,095.12	$ 54,095.12	$ 54,095.12	Jurisdiction fees, BR insurance, BOLI
Other Project Costs	$ 1,000.00	$ 1,860.08	$ 1,860.08	$ 1,860.08	Advertsing & other miscellaneous
Owner's Contingency	$ 187,400.00	$ 44,924.22	NA	NA	For unforeseen costs based on available funds
Totals	**$ 2,480,000.00**	**$ 3,040,000.00**	**$ 2,995,075.78**	**$ 1,589,465.91**	

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. To date, 22% of the committed costs have been spent.

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

Income

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

Expenses

	Original Budget	Current Budget	Committed Costs	Paid To-Date	Notes
Construction Cost	$ 200,000.00	$ 237,956.66	$ 237,956.66	$ 46,035.66	Costs for construction contractors
Design Fees			$ -	$ -	Design included in SFA contract.
Consultant Fees			$ -	$ -	None expected
Project Management		$ 20,000.00	$ 20,000.00	$ 11,619.00	IMS not-to-exceed fee
Permits & Fees		$ 557.60	$ 557.60	$ 557.60	Jurisdiction fees in construction contracts
Other Project Costs			$ -	$ -	None expected.
Owner's Contingency			NA	NA	
Totals	**$ 200,000.00**	**$ 258,514.26**	**$ 258,514.26**	**$ 58,212.26**	

SCHEDULE

Seismic Renovation

All planned structural improvements have been completed. Architectural finishes identified in a punchlist walk by the design team will be finished in September without impacting occupancy or building use.

The District met with the contractor last week and offered to give them additional time based on the perception that they wouldn't be done over the holiday weekend. All interior areas were agreed to be turn-over ready to the District for final cleaning on September 4 with classes scheduled to start September 8.

Fire Alarm Replacement

Salem Fire Alarm is performing system testing and certification this week so the system is operational for school to start on September 8.

PROJECT-SPECIFIC ACTIVITY

Seismic Renovation
The following photos and observations are from a site visit on Tuesday, September 2.

The new gym roof was completed and membrane installation was in progress on the flat roof sections.



Painting on the north gym wall reinforcement and new exterior doors was being completed.



New lighting has been installed in the gym and the floor was protected until materials could be removed for final cleaning.

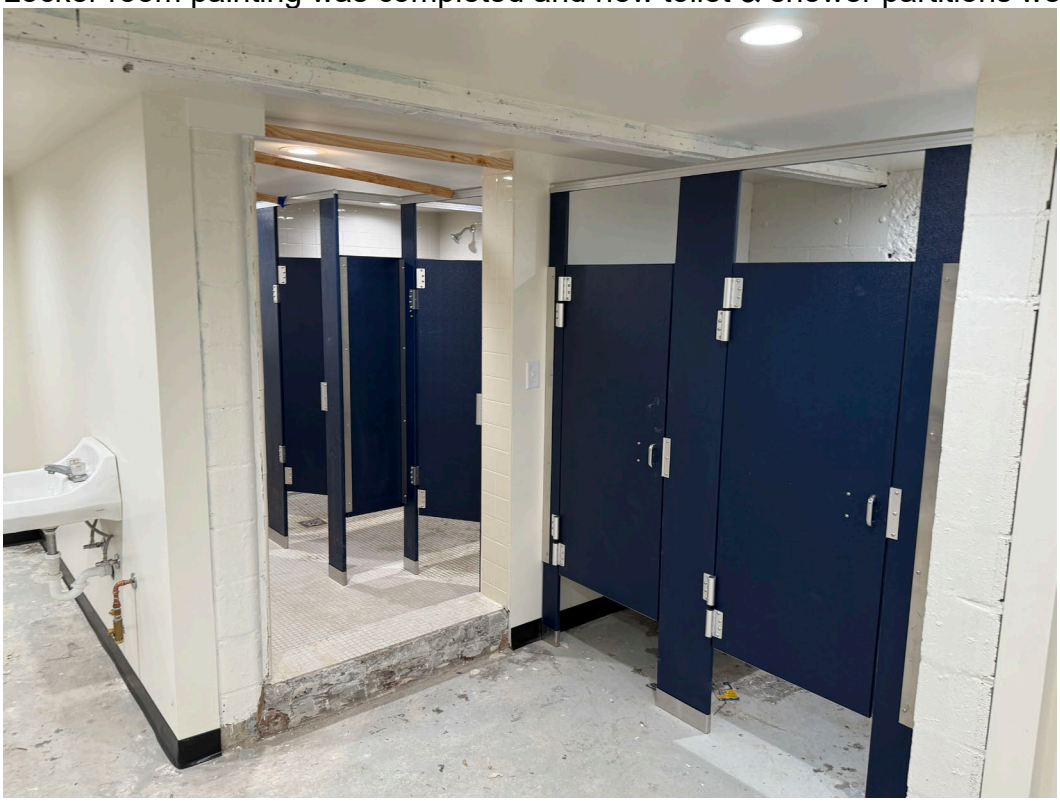


Classroom painting and casework were completed with trim and flooring remaining to be done.

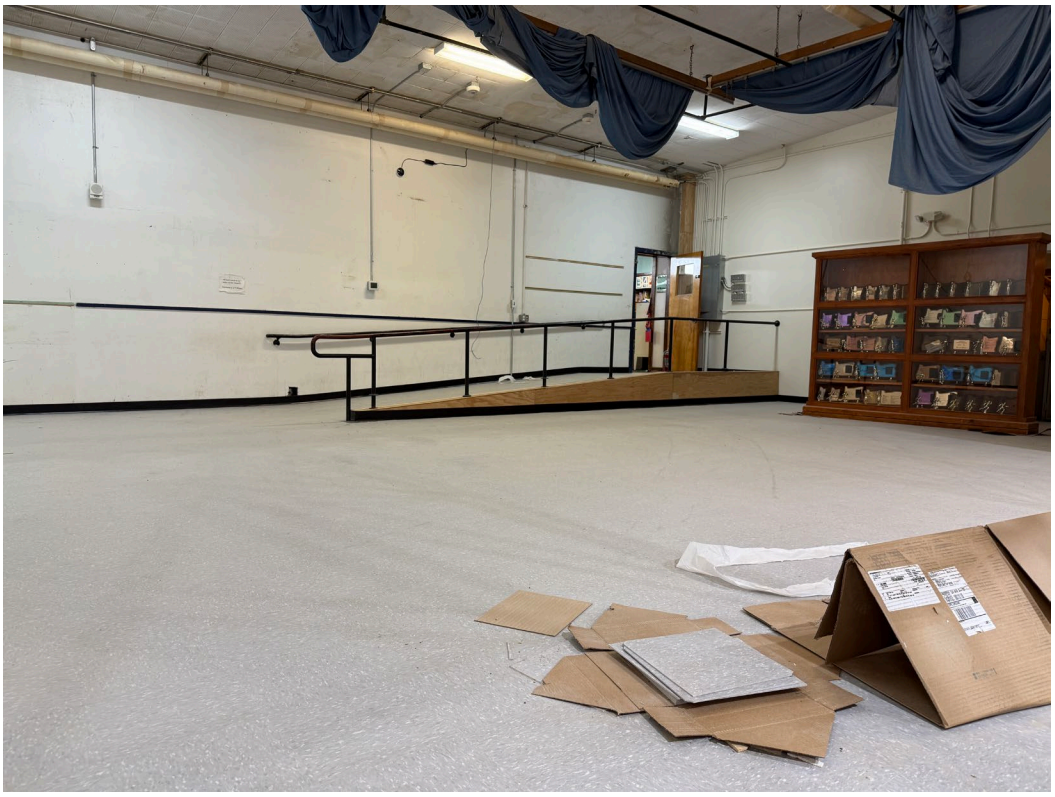




Locker room painting was completed and new toilet & shower partitions were installed.



The stage reconstruction and flooring was complete including the new ramp. The concession room has not been reconstructed.





COMMUNICATIONS

IMS monthly reports are being provided to the School Board and the new Superintendent. We expect to have one more report in early October detailing the final budget and close-out status.

IMS was informed that a meeting was held last week during which the District offered to provide Todd extra time to complete work in the interiors. We are told a meeting was held with the School Board and the decision was made to delay school until September 8.

e. Safety Committee Report

August 15, 2025

Stacy Knudson
301 South 3rd Street
Alsea, OR 97324

Subject: HIC Testing Report for **Alsea School District**

Dear Stacy,

Head Injury Criteria (HIC) is a measure of the likelihood of a head injury arising from an impact. This score can be found using a surface testing instrument called TRIAX TOUCH E-Missile. The TRIAX TOUCH E-Missile is designed to assess the head injury risk level should a child fall onto a surface.

Impact testing was conducted of fall surfaces at your district on August 7, 2025. Attached are recommendations based on the acquired test results. These suggestions have been prioritized using the following guidelines:

Major  These areas are not within acceptable HIC (1000+) values and improvements must be made immediately.

Moderate  These areas are still within acceptable HIC (750-999) values, but they could be improved to lower risk of potential injury.

Minor  These areas are within acceptable HIC (0-749) values for the fall surfacing materials.

If you have any questions, please do not hesitate to call us at 800-852-6140.

Sincerely,

Nathan Cortez, CISR, CSRM, CPD
Risk Management Consultant

Office: 2930 Chad Drive, Eugene, OR 97408
800-852-6140 or 541-342-4441 * Fax: 541-484-5434
whainsurance.com

Legend: RED – Needs Improvement (1000+) | YELLOW – Could Be Improved (750-999) | GREEN – Good (Less than 749)

Location Description: **SWING USE ZONE**



PG: N/A	HIC: N/A

Recommendations: The use zone for a belt swing should extend to the front and rear of a single-axis swing a minimum distance of twice the vertical distance from the pivot point and the top of the protective surface beneath it. Consider extending use zone.

Location Description: **LOOP LADDER**



PG: 172	HIC: 1032

Recommendations: Fall-surface in this area should be maintained on a regular basis. Loose-fill surfacing should be added to the use zone. Surface should have a consistent 9”-12” of absorbing material.

Location Description: **CLIMBING WALL**



PG: 261	HIC: 2107

Recommendations: Fall-surface in this area should be maintained on a regular basis. Loose-fill surfacing should be added to the use zone. Surface should have a consistent 9”-12” of absorbing material.

Location Description: **SLIDE**



PG: 250	HIC: 2001

Recommendations: Fall-surface in this area should be maintained on a regular basis. Loose-fill surfacing should be added to the use zone. Surface should have a consistent 9”-12” of absorbing material.

Location Description: **LADDER**



PG: 141	HIC: 920

Recommendations: Fall-surface in this area should be maintained on a regular basis. Loose-fill surfacing should be added to the use zone. Surface should have a consistent 9”-12” of absorbing material.

Location Description: **BAR CLIMBER**



PG: 117	HIC: 576

Recommendations: **N/A**

Disclaimer: The loss control recommendations generated by this visit should be used as a risk management tool only and are to the best of the writer’s knowledge authentic and reliable. WHA Insurance makes no guarantee of results and assumes no liability in connection with either the information or safety recommendations herein contained. The recommendations do not mitigate or protect the district from OR-OSHA compliance and/or monetary penalties. It cannot be assumed that every acceptable safety procedure or hazardous condition across the entire district is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures or follow-up.

Legend: RED – Needs Improvement (1000+) | YELLOW – Could Be Improved (750-999) | GREEN – Good (Less than 749)

Location Description: **LOOP LADDER**



PG: 133	HIC: 664

Recommendations: **N/A**

Location Description: **TRACK RIDE**



PG: 224	HIC: 1140

Recommendations: Fall-surface in this area should be maintained on a regular basis. Loose-fill surfacing should be added to the use zone. Surface should have a consistent 9”-12” of absorbing material.

Location Description: **SWINGS**



PG: 99	HIC: 380

Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: **SWINGS**



PG: 117	HIC: 535

Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: **SWINGS**



PG: 166	HIC: 865

Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: **SWINGS**



PG: 155	HIC: 761

Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

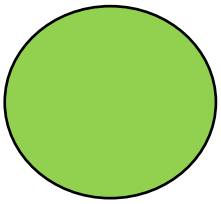
Disclaimer: The loss control recommendations generated by this visit should be used as a risk management tool only and are to the best of the writer’s knowledge authentic and reliable. WHA Insurance makes no guarantee of results and assumes no liability in connection with either the information or safety recommendations herein contained. The recommendations do not mitigate or protect the district from OR-OSHA compliance and/or monetary penalties. It cannot be assumed that every acceptable safety procedure or hazardous condition across the entire district is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures or follow-up.

Legend: RED – Needs Improvement (1000+) | YELLOW – Could Be Improved (750-999) | GREEN – Good (Less than 749)

Location Description: **SWINGS**



PG: 147	HIC: 677

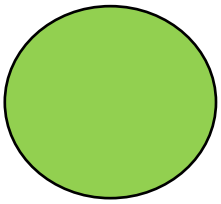


Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: **SWINGS**



PG: 142	HIC: 720

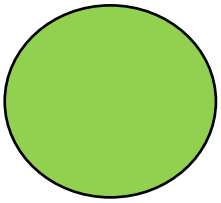


Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: **SWINGS**



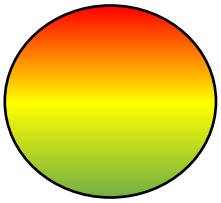
PG: 140	HIC: 638



Recommendations: Loose-fill surfacing should be added to the swings use zones. Surface should have a consistent 9”-12” of absorbing material. Consider adding attenuation mats beneath each swing.

Location Description: Click or tap here to enter text.

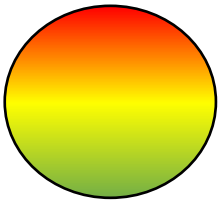
PG: Click	HIC: Click



Recommendations: Click or tap here to enter text.

Location Description: Click or tap here to enter text.

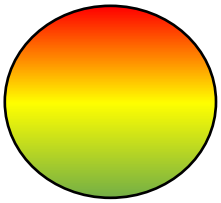
PG: Click	HIC: Click



Recommendations: Click or tap here to enter text.

Location Description: Click or tap here to enter text.

PG: Click	HIC: Click



Recommendations: Click or tap here to enter text.

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

a. JFCEB - Personal Electronic Devices

OSBA Model Sample Policy

Code: JFCEB
Adopted:

Personal Electronic Devices */**

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student [possession or] use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. [Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)[1].]

Except as otherwise provided in this policy, "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.[[2]] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student's medical provider's order for the care and treatment of a medical condition;[3]

2. 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);[4]

3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within [ten] school days.[5]

Personal electronic devices [must be placed in district-provided pouches or storage] [may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student's person or in the student's clothing][may be stored on the student's person, but may not be used] during regular instructional hours.

---

[1] If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE's guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

[2] [ODE's guidance, *Fostering Student Learning, Well-Being, and Belonging* provides "This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities."]

[3] JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

[4] If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

[5] JFCEB-AR must be submitted to the building administrator.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include [detention, Saturday school, a change to storage requirements, etc. {[6]}]. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.[7] [Steps may include:

1. First instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;

2. Second Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;

3. Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;

4. Beyond Third Instance of Noncompliance: In non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.{[8]}]

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices[9] that support academic activities and independent communications[10], except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge. *{MOVED FROM EARLIER IN POLICY.}*

---

[6] {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

[7] For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

[8] {From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}

[9] The use of "personal electronic device" in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn't necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

[10] "Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed [with the superintendent][in accordance with KL-AR(1) – Public Complaint Procedure].

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

[This policy takes effect on January 1, 2026.]

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 336.840

Oregon Executive Order 25-09

b. JFCEB-AR - Request for Personal Electronic Devices Exception

OSBA Model Sample Policy

Code: JFCEB-AR
Revised/Reviewed:

Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the [principal]:

Name of Student _____ Date _____

School _____

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, this form is not required.

This request is:
[ ] in compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
[ ] to accommodate the individual circumstances of the student;
[ ] to further specific educational outcomes for the student.

Exemption Requested (describe the requested possession and/or use of a personal electronic device to be allowed and reason for the requested exemption):

_____
_____
_____

Duration for Requested Exemption: _____[1]

Signed_____ Date_____

Parent of Guardian Name_____

Parent or Guardian Phone_____ Email_____

FOR COMPLETION BY SCHOOL ADMINISTRATION

Request [ ] Granted Expiration of Exemption _____
[ ] Denied Reason for Denial_____
[ ] More information needed. Please submit by [date] for reconsideration.

[1] The maximum duration of an exemption is [one year][the end of the current school year][the end of the student's enrollment at this school].

Signed_____ Date_____

School administration decisions will be issued and communicated to the parent or guardian within [ten] school days of receipt and can be appealed [with the superintendent][in accordance with KL-AR(1) – Public Complaint Procedure] within ten school days of issuance. [The superintendent's decision will be final.] Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. [Exemptions should only be approved for [clearly documented] needs of students and their families, not mere convenience;

2. Exemptions should be consistently granted in a non-discriminatory manner;

3. Exemptions should be limited to address the specific need, with any limitations communicated to the student regarding other possession and use;

4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;

5. Exemptions should be communicated to necessary staff in a way that protects student privacy;

6. Exemptions should minimize disruption to other students, staff and the educational environment.]

8. **Second Reading**

a. GBC - Staff Ethics

Alsea School District 7J

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

Staff Ethics

I. Prohibited Use of Official Position for Financial Gain

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

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

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

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

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

This means that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[1] The term spouse includes domestic partner.

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

II. Gifts

District employees must comply with the following rules involving gifts:

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

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

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

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

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

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

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

[3] Ibid. p. 2

[4] Ibid. p. 3

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

Determining the Value of Gifts

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

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

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

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

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

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

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

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

Value of Unsolicited Tokens or Awards: Resale Value

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

Entertainment

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

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

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

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

Exceptions

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

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

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

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

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

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

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

            (i) The giver is a unit of a:

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

         (b) The employee is representing the district:

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

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

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

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

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

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

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

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

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

Honoraria

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

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

END OF POLICY

Legal Reference(s):

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

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

b. GBC-AR - Staff Ethics

Alsea School District 7J

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

Staff Ethics

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. **Board Comments**
10. **Future Agenda Items**
11. **Key Dates**
    - **September 8 - First day of school for students**
    - **September 8 - Regular School Board Meeting**
    - **September 9 - MS Fall sports pictures**
    - **September 10 - Picture Day**
    - **September 10 – Open House, 5:30-7:00 PM**
    - **September 11 – Strategic Planning Meeting, 4:15-6:00 PM**
    - **September 23 – School Board Work Session, 6:00 PM**
    - **October 1 – Vision Screening**
    - **October 8 – Picture Retakes**
    - **October 13 – Regular School Board Meeting, 6:00 PM**