

**Yoncalla School District  
BOARD OF DIRECTORS  
REGULAR MEETING  
April 20, 2023  
292 5<sup>th</sup> Street  
Yoncalla School Board Meeting Room  
Yoncalla, OR 97499**

School Board meeting is also be available on Facebook Live.

<https://www.facebook.com/yhseagles/>

School Board email: [ysd.schoolboard@yoncalla.k12.or.us](mailto:ysd.schoolboard@yoncalla.k12.or.us)

**6:00 PM**

**CALL TO ORDER**

- I. AWARDS, RECOGNITION AND CORRESPONDANCE.** Student of the Month Awards, Lucy Brundage, Logan Noffsinger, Braelyn Calhoun, Hailee McGuinn, Sienna Collins

**PUBLIC FORUM**

- II. The public is invited to invited to attend board meetings, and will be given a limited time of 3 (three) minutes per person to voice any opinions or problems, except that public or board criticism of personal of the district will heard only in executive session. Such items should be brought to the attention of the superintendent at least 5 (five) business days prior to the board meeting.**

**III. ADJUSTMENTS TO THE AGENDA**

**IV. CONSENT AGENDA**

- A. Minutes of the March 16, 2023 Board Meeting
- B. Accounts Payable/Funding Update

**V. INFORMATION ITEMS**

- A. IRRE Data
- B. Policies
  - AC AR
  - GCBDF/GDBDF
  - JFCF AR
  - JGE
  - KL
  - ING
  - ING AR

**VI. REPORTS**

- A. High School Principal Report
- B. Elementary Principal Report
- C. YEPs, Booster Club Reports
- D. Dean of Students Report
- E. Financial Report
- F. Superintendent Report

**VII. ACTION ITEMS**

**VIII. ANNOUNCEMENTS**

- A. Future dates of importance
  - Next Board meeting, May 11, 2023
  - Budget Committee meeting, immediately following the board meeting

**IX. OTHER BUSINESS**

**X. ADJOURN**

Yoncalla School District  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
March 16, 2023  
292 5<sup>th</sup> Street  
Yoncalla School Board Meeting Room  
Yoncalla, OR 97499

**Meetings are now open to the public. They will also be available on Facebook Live.**

<https://www.facebook.com/yhseagles/>

**BOARD MEMBERS PRESENT**

Cathey Grimes, Vice Chair  
David Anderson, Board Chair  
Della Orcutt  
Fawn Sybrant

**ADMINISTRATION PRESENT**

Brian Berry  
Erin Helgren  
Chelsea Ross  
Don Hakala

Megan Barber  
Kelly Cook  
Cody Reed  
Laurie Simleness

**6:04 PM CALL TO ORDER.** Chair Anderson called the meeting to order, the Pledge of Allegiance was recited.

**I. AWARDS, RECOGNITION AND CORRESPONDANCE.** Student of the Month Awards, Bradley Slocum, Ezera Gilford, Max Helmholtz, Wyatt Churchwell, Neil Calhoun

**II. PUBLIC COMMENT.** None.

**III. ADJUSTMENTS TO THE AGENDA.** None.

**IV. CONSENT AGENDA**

**V. DISCUSION ITEMS**

**A. Safety**

- Lockdown
- Fire Safety

**VI. REPORTS**

- A. High School Principal Report-presented by Don Hakala
- B. Elementary Principal Report-presented by Erin Helgren
- C. YEPS, Booster Club Reports-presented by Madison Kokos
- D. Dean of Students Report-presented by Chelsea Ross
- E. Financial Report-presented by Kelly Cook
- F. Superintendent Report-presented by Brian Berry
  - Yoncalla School District 2023 Integrated Application Presentation

**VII. ACTION ITEMS**

- A. Hiring of Cara Crosby for Elementary Reading Specialist. Director Grimes made a motion to approve, Director Orcutt seconded..
- B. 2023-2024 Proposed Budget Calendar. Director Sybrant made a motion to approve, Director Grimes seconded, passed unanimously.
- C. Resolution 23-02, The Ford Family Foundation Grant for Supporting Responsive, Aligned Instructional Practices. Director Grimes made a motion to approve, Director Orcutt seconded, passed unanimously.
- D. Resolution 23-03, Umpqua Health Alliance Grant for Supporting the Construction of Playground and Wellness Path. Director Orcutt made a motion to approve, Director Sybrant seconded, passed unanimously.
- E. Resolution 23-04, Trail Blazer Grant for Expansion of Youth Soccer Support. Director Orcutt made a motion to approve, Director Grimes seconded, passed unanimously.

- F. Resolution 23-05, Phoenix School Grant for Creating Community Resilience Education. Director Orcutt made a motion to approve, Director Sybrant seconded, passed unanimously.

**VIII. ANNOUNCEMENTS**

- A. Future Dates of Importance
- Board Meeting April 20, 2023, 6:00 PM.

**IX. OTHER BUSINESS.** None.

**X. ADJOURN.**

Director Orcutt made a motion to approve, Director Sybrant seconded, passed unanimously. The meeting was adjourned at 7:10 PM.

# Yoncalla School District

## Financial Overview

Actuals As of February 28, 2023

GENERAL FUND						
Revenue	2021-22	2022-2023	2022-2023		Estimated Totals	Over (Under)
	Actuals	Adopted Budget	YTD Actuals	Encumbrances		Budget
<b>Local Revenue:</b>						
1111-Current Taxes	\$ 1,055,457	\$ 980,000	\$ 1,058,004	\$ 20,000	\$ 1,078,004	\$ 98,004
1112-Prior Years' Taxes	\$ 40,764	\$ 55,000	\$ 27,938	\$ 7,000	\$ 34,938	\$ (20,062)
1113-County Tax Sales	\$ 844	\$ -	\$ 3,406	\$ -	\$ 3,406	\$ 3,406
1510-Interest on Investments	\$ 11,720	\$ 15,000	\$ 46,999	\$ 5,200	\$ 52,199	\$ 37,199
1740-Co-Curricular Fees	\$ 8,689	\$ 8,000	\$ 4,148	\$ 1,400	\$ 5,548	\$ (2,452)
1990-Miscellaneous Income	\$ 88,084	\$ 65,000	\$ 74,314	\$ 21,000	\$ 95,314	\$ 30,314
2101-County School Fund	\$ 2,982	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -
2102-General ESD Funds	\$ 39,022	\$ 40,000	\$ 26,318	\$ 13,400	\$ 39,718	\$ (282)
2199- Other immediate resources	\$ 1,424	\$ 2,400	\$ 847	\$ 500	\$ 1,347	\$ (1,053)
<b>State Revenue:</b>						
3101-School Support Fund	\$ 3,165,664	\$ 3,150,256	\$ 2,589,883	\$ 526,830	\$ 3,116,713	\$ (33,543)
3103-Common School Fund	\$ 26,383	\$ 26,240	\$ 29,806	\$ -	\$ 29,806	\$ 3,566
3199-Other Restricted Grants	\$ 622	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Federal Revenue</b>						
4801-Federal Forest Fees	\$ 26,545	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
5300- Sale Comp Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ 4,468,200	\$ 4,355,396	\$ 3,861,662	\$ 608,830	\$ 4,470,492	\$ 115,096
<b>Total Expenditures (Below)</b>	\$ 4,374,639	\$ 5,510,396	\$ 2,825,655	\$ 1,364,738	\$ 4,190,393	\$ (1,320,003)
<b>Revenue Over (Under) Expenditures</b>	\$ 93,561	\$ (1,155,000)	\$ 1,036,007	\$ (755,908)	\$ 280,099	\$ 1,435,099
<b>Beginning Fund Balance</b>	\$ 1,710,422	\$ 1,600,000	\$ 1,803,983	\$ -	\$ 1,803,983	\$ 203,983
<b>Ending Fund Balance</b>	\$ 1,803,983	\$ 445,000	\$ 2,839,990	\$ (755,908)	\$ 2,084,082	\$ 1,639,082
<b>Expenditures By Function</b>						
Instruction	\$ 2,054,493	\$ 2,325,658	\$ 1,466,109	\$ 800,000	\$ 2,266,109	\$ (59,549)
Support Services	\$ 1,850,145	\$ 2,039,738	\$ 1,359,546	\$ 564,738	\$ 1,924,284	\$ (115,454)
Enterprise & Community Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 470,000	\$ 700,000	\$ -	\$ -	\$ -	\$ (700,000)
Contingency	\$ -	\$ 445,000	\$ -	\$ -	\$ -	\$ (445,000)
<b>Totals by Function</b>	\$ 4,374,639	\$ 5,510,396	\$ 2,825,655	\$ 1,364,738	\$ 4,190,393	\$ (1,320,003)

# Yoncalla School District #32

## \*\*\* BOARD REPORT APPROPRIATIONS\*\*\*

From Date: 3/1/2023

To Date: 3/31/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.0000.000.000.000.00	UNDESIGNATED	(\$5,955,396.00)	(\$366,649.93)	(\$2,832,476.77)	(\$3,122,919.23)	\$0.00	(\$3,122,919.23)	52.44%
100.1000.0000.000.000.000.00	UNDESIGNATED	\$2,325,658.00	\$171,925.25	\$1,467,808.81	\$857,849.19	\$720,314.32	\$137,534.87	5.91%
100.2000.0000.000.000.000.00	UNDESIGNATED	\$2,039,738.00	\$194,724.68	\$1,364,667.96	\$675,070.04	\$515,767.52	\$159,302.52	7.81%
100.5000.0000.000.000.000.00	UNDESIGNATED	\$700,000.00	\$0.00	\$0.00	\$700,000.00	\$0.00	\$700,000.00	100.00%
100.6000.0000.000.000.000.00	UNDESIGNATED	\$445,000.00	\$0.00	\$0.00	\$445,000.00	\$0.00	\$445,000.00	100.00%
100.7000.0000.000.000.000.00	UNDESIGNATED	\$445,000.00	\$0.00	\$0.00	\$445,000.00	\$0.00	\$445,000.00	100.00%
	FUND: GENERAL FUND - 100	\$0.00	\$0.00	\$0.00	\$0.00	\$1,236,081.84	(\$1,236,081.84)	0.00%
<b>Grand Total:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$1,236,081.84	(\$1,236,081.84)	0.00%

End of Report

# Yoncalla School District

## General Fund - Fund 100

### FY 22/23 Cash Flow Projection

Actuals Through: February 28, 2023	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Revenue	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
1111 CURRENT YEAR'S TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$669,928.22	\$233,463.99	\$118,467.35	\$6,306.37	\$29,837.58
1112 PRIOR YEAR'S TAXES	\$6,050.30	\$6,895.82	\$1,302.65	\$458.95	\$1,265,747.04	(\$1,261,808.33)	\$3,934.38	\$1,935.23	\$3,421.73
1113 COUNTY TAX SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$3,405.75	\$0.00	\$0.00	\$0.00	\$0.00
1510 INTEREST ON INVESTMENTS	\$2,069.59	\$2,979.82	\$3,130.83	\$2,996.48	\$4,054.80	\$5,659.15	\$8,963.04	\$8,204.69	\$8,940.15
1740 CO-CURRICULAR FEES	\$0.00	\$0.00	\$1,768.00	\$0.00	\$0.00	\$80.00	\$0.00	\$2,300.00	\$0.00
1990 MISCELLANEOUS	\$0.00	\$25,125.06	\$1,159.84	\$9,214.79	\$11,147.91	(\$3,332.86)	\$13,012.93	\$293.93	\$17,692.40
2101 COUNTY SCHOOL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2102 GENERAL ESD FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,159.00	\$0.00	\$0.00	\$13,159.00
2199 OTHER IMMEDIATE RESOURCES	\$0.00	\$209.41	\$0.00	\$0.00	\$320.22	\$0.00	\$0.00	\$317.73	\$0.00
3101 SSF - GENERAL SUPPORT	\$517,229.00	\$258,558.00	\$258,558.00	\$258,558.00	\$258,558.00	\$259,523.00	\$259,589.00	\$259,655.00	\$259,655.00
3103 COMMON SCHOOL FUND	\$14,101.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,704.08	\$0.00
3199 RESTRICTED GRANTS-IN-AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4801 FEDERAL FOREST FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300 SALE/COMP FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5400 BEGINNING FUND BAL	\$1,803,982.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Monthly Revenue</b>	<b>\$2,343,433.69</b>	<b>\$293,768.11</b>	<b>\$265,919.32</b>	<b>\$271,228.22</b>	<b>\$2,213,161.94</b>	<b>(\$753,256.05)</b>	<b>\$403,966.70</b>	<b>\$294,717.03</b>	<b>\$332,705.86</b>
<b>Expenditures by Function</b>									
1000 INSTRUCTION	(\$1,384.66)	(\$184,845.06)	(\$179,800.89)	(\$206,925.41)	(\$166,865.92)	(\$209,577.40)	(\$165,258.99)	(\$179,525.55)	(\$171,925.25)
2000 SUPPORT SERVICES	(\$143,800.49)	(\$129,761.22)	(\$167,061.11)	(\$124,033.64)	(\$134,952.54)	(\$211,419.58)	(\$125,621.22)	(\$128,171.54)	(\$194,724.68)
3000 Enterprise & Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000 CONTINGENCIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7000 UNAPPROP ENDING BAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Monthly Expenditures</b>	<b>(\$145,185.15)</b>	<b>(\$314,606.28)</b>	<b>(\$346,862.00)</b>	<b>(\$330,959.05)</b>	<b>(\$301,818.46)</b>	<b>(\$420,996.98)</b>	<b>(\$290,880.21)</b>	<b>(\$307,697.09)</b>	<b>(\$366,649.93)</b>
<b>Ending Balance</b>	<b>\$2,198,248.54</b>	<b>(\$20,838.17)</b>	<b>(\$80,942.68)</b>	<b>(\$59,730.83)</b>	<b>\$1,911,343.48</b>	<b>(\$1,174,253.03)</b>	<b>\$113,086.49</b>	<b>(\$12,980.06)</b>	<b>(\$33,944.07)</b>

ESTIMATE						
APR	MAY	JUNE	BUDGET ORIGINAL	YTD Actual	YTD Est.	YTD Adj + Act. + Est.
\$4,000.00	\$1,000.00	\$15,000.00	\$980,000.00	\$1,058,003.51	\$20,000.00	\$1,078,003.51
\$4,000.00	\$1,000.00	\$2,000.00	\$55,000.00	\$27,937.77	\$7,000.00	\$34,937.77
\$0.00	\$0.00	\$0.00	\$0.00	\$3,405.75	\$0.00	\$3,405.75
\$1,200.00	\$2,000.00	\$2,000.00	\$15,000.00	\$46,998.55	\$5,200.00	\$52,198.55
\$400.00	\$1,000.00	\$0.00	\$8,000.00	\$4,148.00	\$1,400.00	\$5,548.00
\$9,000.00	\$2,000.00	\$10,000.00	\$65,000.00	\$74,314.00	\$21,000.00	\$95,314.00
\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
\$0.00	\$13,400.00	\$0.00	\$40,000.00	\$26,318.00	\$13,400.00	\$39,718.00
\$0.00	\$500.00	\$0.00	\$2,400.00	\$847.36	\$500.00	\$1,347.36
\$263,415.03	\$263,415.03	\$0.00	\$3,150,256.00	\$2,589,883.00	\$526,830.06	\$3,116,713.06
\$0.00	\$0.00	\$0.00	\$26,240.00	\$29,806.01	\$0.00	\$29,806.01
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$1,600,000.00	\$1,803,982.87	\$0.00	\$1,803,982.87
\$282,015.03	\$284,315.03	\$42,500.00	\$5,955,396.00	\$5,665,644.82	\$608,830.06	\$6,274,474.88
(\$200,000.00)	(\$200,000.00)	(\$400,000.00)	(\$2,325,658.00)	(\$1,466,109.13)	(\$800,000.00)	(\$2,266,109.13)
(\$150,000.00)	(\$175,000.00)	(\$239,738.00)	(\$2,039,738.00)	(\$1,359,546.02)	(\$564,738.00)	(\$1,924,284.02)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	(\$700,000.00)	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	(\$445,000.00)	\$0.00	\$0.00	\$0.00
			(\$445,000.00)	\$0.00	\$0.00	\$0.00
(\$350,000.00)	(\$375,000.00)	(\$639,738.00)	(\$5,955,396.00)	(\$2,825,655.15)	(\$1,364,738.00)	(\$4,190,393.15)
(\$67,984.97)	(\$90,684.97)	(\$597,238.00)				
End Fund Balance:						\$2,084,081.73

# Yoncalla School District #32

## \*\*\* BOARD REPORT EOM-Revenues\*\*\*

From Date: 3/1/2023

To Date: 3/31/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1111.000.000.000.00	CURRENT YEAR TAXES	(\$980,000.00)	(\$29,837.58)	(\$1,058,003.51)	\$78,003.51	\$0.00	\$78,003.51	-7.96%
100.0000.1112.000.000.000.00	PRIOR YEARS' TAXES	(\$55,000.00)	(\$3,421.73)	(\$27,937.77)	(\$27,062.23)	\$0.00	(\$27,062.23)	49.20%
100.0000.1113.000.000.000.00	CO TAX SALES FOR BACK TAXES	\$0.00	\$0.00	(\$3,405.75)	\$3,405.75	\$0.00	\$3,405.75	0.00%
100.0000.1510.000.000.000.00	EARNINGS ON INVESTMENTS	(\$15,000.00)	(\$8,940.15)	(\$46,998.55)	\$31,998.55	\$0.00	\$31,998.55	-213.32%
100.0000.1740.000.000.000.00	CO-CURRICULAR FEES	(\$8,000.00)	\$0.00	(\$4,148.00)	(\$3,852.00)	\$0.00	(\$3,852.00)	48.15%
100.0000.1990.000.000.000.00	MISC. LOCAL SOURCES	(\$65,000.00)	(\$17,692.40)	(\$74,314.00)	\$9,314.00	\$0.00	\$9,314.00	-14.33%
100.0000.2101.000.000.000.00	COUNTY SCHOOL FUND	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)	\$0.00	(\$3,500.00)	100.00%
100.0000.2102.000.000.000.00	GENERAL ESD FUNDS	(\$40,000.00)	(\$13,159.00)	(\$26,318.00)	(\$13,682.00)	\$0.00	(\$13,682.00)	34.21%
100.0000.2199.000.000.000.00	OTHER INTERMEDIATE SOURCES	(\$2,400.00)	\$0.00	(\$847.36)	(\$1,552.64)	\$0.00	(\$1,552.64)	64.69%
100.0000.3101.000.000.000.00	SCHOOL SUPPORT FUND	(\$3,150,256.00)	(\$259,655.00)	(\$2,589,883.00)	(\$560,373.00)	\$0.00	(\$560,373.00)	17.79%
100.0000.3103.000.000.000.00	COMMON SCHOOL FUND	(\$26,240.00)	\$0.00	(\$29,806.01)	\$3,566.01	\$0.00	\$3,566.01	-13.59%
100.0000.4801.000.000.000.00	FEDERAL FOREST FEES	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GENERA FUND: GENERAL FUND - 100	(\$1,600,000.00) (\$5,955,396.00)	\$0.00 (\$332,705.86)	(\$1,803,982.87) (\$5,665,644.82)	\$203,982.87 (\$289,751.18)	\$0.00	\$203,982.87 (\$289,751.18)	-12.75% 4.87%
201.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$124,000.00)	\$0.00	(\$47,995.22)	(\$76,004.78)	\$0.00	(\$76,004.78)	61.29%
201.0000.4501.000.000.000.00	ESSER REVENUE	(\$745,000.00)	\$0.00	(\$224,835.35)	(\$520,164.65)	\$0.00	(\$520,164.65)	69.82%
201.0000.5400.000.000.000.00	ESSER - BEGINNING FUND BALANCE FUND: ESSER - 201	\$0.00 (\$869,000.00)	\$0.00 \$0.00	\$28,763.56 (\$244,067.01)	(\$28,763.56) (\$624,932.99)	\$0.00	(\$28,763.56) (\$624,932.99)	0.00% 71.91%
202.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$1,000.00)	(\$69.97)	(\$411.19)	(\$588.81)	\$0.00	(\$588.81)	58.88%
202.0000.5200.000.000.000.00	TRANSFER FROM GENERAL FUND	(\$650,000.00)	\$0.00	\$0.00	(\$650,000.00)	\$0.00	(\$650,000.00)	100.00%
202.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-BLDG IM FUND: BLDG IMP/REPR - 202	(\$125,000.00) (\$776,000.00)	\$0.00 (\$69.97)	(\$313,034.52) (\$313,445.71)	\$188,034.52 (\$462,554.29)	\$0.00	\$188,034.52 (\$462,554.29)	-150.43% 59.61%
206.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-FOOD SE FUND: FOOD SERVICES - 206	\$0.00 \$0.00	\$0.00 \$0.00	(\$51,751.58) (\$51,751.58)	\$51,751.58 \$51,751.58	\$0.00	\$51,751.58 \$51,751.58	0.00% 0.00%
208.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$200.00)	(\$124.50)	(\$731.20)	\$531.20	\$0.00	\$531.20	-265.60%
208.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-UNEMPL FUND: UNEMPLOYMENT RESERVE - 208	(\$64,000.00) (\$64,200.00)	\$0.00 (\$124.50)	(\$63,240.13) (\$63,971.33)	(\$759.87) (\$228.67)	\$0.00	(\$759.87) (\$228.67)	1.19% 0.36%
209.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$1,000.00)	(\$470.14)	(\$2,759.87)	\$1,759.87	\$0.00	\$1,759.87	-175.99%
209.0000.1970.000.000.000.00	PERS RESERVE	(\$22,000.00)	(\$1,895.20)	(\$15,400.18)	(\$6,599.82)	\$0.00	(\$6,599.82)	30.00%
209.0000.5400.000.000.000.00	BEGINNING FUND BALANCE FUND: PERS RESERVE - 209	(\$185,000.00) (\$208,000.00)	\$0.00 (\$2,365.34)	(\$184,786.86) (\$202,946.91)	(\$213.14) (\$5,053.09)	\$0.00	(\$213.14) (\$5,053.09)	0.12% 2.43%
210.0000.1760.000.000.000.00	CLUB FUNDRAISING	(\$105,000.00)	\$0.00	\$0.00	(\$105,000.00)	\$0.00	(\$105,000.00)	100.00%
210.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-STUDENT FUND: STUDENT BODY - 210	(\$40,000.00) (\$145,000.00)	\$0.00 \$0.00	(\$46,778.02) (\$46,778.02)	\$6,778.02 (\$98,221.98)	\$0.00	\$6,778.02 (\$98,221.98)	-16.95% 67.74%
211.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$35,000.00)	\$0.00	\$0.00	(\$35,000.00)	\$0.00	(\$35,000.00)	100.00%
211.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-TECHNOI FUND: TECHNOLOGY FUND - 211	(\$30,000.00) (\$65,000.00)	\$0.00 \$0.00	(\$45,852.96) (\$45,852.96)	\$15,852.96 (\$19,147.04)	\$0.00	\$15,852.96 (\$19,147.04)	-52.84% 29.46%
251.0000.3299.000.000.000.00	OTHER RESTRICT GRANTS - SIA	(\$298,000.00)	\$0.00	(\$150,208.75)	(\$147,791.25)	\$0.00	(\$147,791.25)	49.59%
251.0000.5400.000.000.000.00	BEGINNING FUND BALANCE FUND: STUDENT INVESTMENT ACCOUNT - 251	(\$50,000.00) (\$348,000.00)	\$0.00 \$0.00	(\$89,667.70) (\$239,876.45)	\$39,667.70 (\$108,123.55)	\$0.00	\$39,667.70 (\$108,123.55)	-79.34% 31.07%
252.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID FUND: HIGH SCHOOL SUCCESS - M98 - 252	(\$145,000.00) (\$145,000.00)	\$0.00 \$0.00	(\$65,851.53) (\$65,851.53)	(\$79,148.47) (\$79,148.47)	\$0.00	(\$79,148.47) (\$79,148.47)	54.59% 54.59%



# Yoncalla School District #32

## \*\*\* BOARD REPORT EOM-Revenues\*\*\*

From Date: 3/1/2023

To Date: 3/31/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
280.0000.3299.000.000.000.00	PROMISE PRESCHOOL GRANT	(\$380,000.00)	\$0.00	(\$141,765.54)	(\$238,234.46)	\$0.00	(\$238,234.46)	62.69%
280.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$5,148.00)	\$0.00	(\$5,147.84)	(\$0.16)	\$0.00	(\$0.16)	0.00%
	FUND: PROMISE PRESCHOOL - 280	(\$385,148.00)	\$0.00	(\$146,913.38)	(\$238,234.62)	\$0.00	(\$238,234.62)	61.86%
281.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	(\$116,000.00)	\$0.00	(\$2,500.00)	(\$113,500.00)	\$0.00	(\$113,500.00)	97.84%
281.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	\$0.00	\$0.00	(\$52,820.21)	\$52,820.21	\$0.00	\$52,820.21	0.00%
281.0000.4510.000.000.000.00	ESSA	(\$75,000.00)	\$0.00	(\$15,321.07)	(\$59,678.93)	\$0.00	(\$59,678.93)	79.57%
281.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SPECIAL	(\$43,650.00)	\$0.00	(\$93,525.63)	\$49,875.63	\$0.00	\$49,875.63	-114.26%
	FUND: SPECIAL PROJECTS - 281	(\$234,650.00)	\$0.00	(\$164,166.91)	(\$70,483.09)	\$0.00	(\$70,483.09)	30.04%
286.0000.4590.000.000.000.00	FED VIA ST-TITLE I (A)	(\$119,695.00)	\$0.00	(\$67,369.81)	(\$52,325.19)	\$0.00	(\$52,325.19)	43.72%
	FUND: TITLE I (A) - 286	(\$119,695.00)	\$0.00	(\$67,369.81)	(\$52,325.19)	\$0.00	(\$52,325.19)	43.72%
289.0000.4590.000.000.000.00	FED REV VIA STATE	(\$32,000.00)	\$0.00	(\$14,781.38)	(\$17,218.62)	\$0.00	(\$17,218.62)	53.81%
	FUND: REAP/SRSA - 289	(\$32,000.00)	\$0.00	(\$14,781.38)	(\$17,218.62)	\$0.00	(\$17,218.62)	53.81%
290.0000.4506.000.000.000.00	PERKINS II VOCATIONAL GRANT	(\$4,500.00)	\$0.00	\$0.00	(\$4,500.00)	\$0.00	(\$4,500.00)	100.00%
	FUND: PERKINS GRANT - 290	(\$4,500.00)	\$0.00	\$0.00	(\$4,500.00)	\$0.00	(\$4,500.00)	100.00%
295.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	\$0.00	(\$75,000.00)	(\$93,231.00)	\$93,231.00	\$0.00	\$93,231.00	0.00%
	FUND: Misc Grants - 295	\$0.00	(\$75,000.00)	(\$93,231.00)	\$93,231.00	\$0.00	\$93,231.00	0.00%
296.0000.4590.000.000.000.00	FED REV VIA STATE	(\$89,016.00)	\$0.00	(\$14,557.94)	(\$74,458.06)	\$0.00	(\$74,458.06)	83.65%
	FUND: IDEA - 296	(\$89,016.00)	\$0.00	(\$14,557.94)	(\$74,458.06)	\$0.00	(\$74,458.06)	83.65%
297.0000.4590.000.000.000.00	TITLE II REVENUE	(\$24,500.00)	\$0.00	(\$10,947.88)	(\$13,552.12)	\$0.00	(\$13,552.12)	55.31%
297.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$15,700.00)	\$0.00	(\$15,696.29)	(\$3.71)	\$0.00	(\$3.71)	0.02%
	FUND: TITLE II (A) - 297	(\$40,200.00)	\$0.00	(\$26,644.17)	(\$13,555.83)	\$0.00	(\$13,555.83)	33.72%
298.0000.4300.000.000.000.00	INDIAN EDUCATION GRANT	(\$26,540.00)	\$0.00	(\$8,014.15)	(\$18,525.85)	\$0.00	(\$18,525.85)	69.80%
	FUND: INDIAN EDUCATION GRANT - 298	(\$26,540.00)	\$0.00	(\$8,014.15)	(\$18,525.85)	\$0.00	(\$18,525.85)	69.80%
299.0000.1610.000.000.000.00	DAILY SALES - LUNCH	(\$1,000.00)	(\$197.50)	(\$805.00)	(\$195.00)	\$0.00	(\$195.00)	19.50%
299.0000.1611.000.000.000.00	DAILY SALES - BREAKFAST	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	100.00%
299.0000.3102.000.000.000.00	SCHOOL SUPPORT LUNCH MATCH	(\$900.00)	\$0.00	\$0.00	(\$900.00)	\$0.00	(\$900.00)	100.00%
299.0000.4504.000.000.000.00	NATL SCHOOL BREAKFAST REIMB	(\$80,000.00)	(\$7,021.42)	(\$50,635.70)	(\$29,364.30)	\$0.00	(\$29,364.30)	36.71%
299.0000.4505.000.000.000.00	NATL SCHOOL LUNCH REIMB	(\$120,000.00)	(\$16,104.16)	(\$123,113.43)	\$3,113.43	\$0.00	\$3,113.43	-2.59%
299.0000.4910.000.000.000.00	USDA COMMODITIES	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
299.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
	FUND: FOOD SERVICE - 299	(\$222,900.00)	(\$23,323.08)	(\$174,554.13)	(\$48,345.87)	\$0.00	(\$48,345.87)	21.69%
700.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$75.00)	(\$29.33)	(\$172.14)	\$97.14	\$0.00	\$97.14	-129.52%
700.0000.1920.000.000.000.00	CONTRIBUTIONS & DONATIONS	(\$2,500.00)	\$0.00	(\$1,000.00)	(\$1,500.00)	\$0.00	(\$1,500.00)	60.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SCHOLAF	(\$16,500.00)	\$0.00	(\$20,956.59)	\$4,456.59	\$0.00	\$4,456.59	-27.01%
	FUND: SCHOLARSHIP - 700	(\$19,075.00)	(\$29.33)	(\$22,128.73)	\$3,053.73	\$0.00	\$3,053.73	-16.01%
<b>Grand Total:</b>		(\$9,749,320.00)	(\$433,618.08)	(\$7,672,547.92)	(\$2,076,772.08)	\$0.00	(\$2,076,772.08)	21.30%

End of Report

# OSBA Model Sample Policy

Code: AC-AR  
Adopted:

## Discrimination Complaint Procedure

*{Required AR. OAR 581-022-2370 requires districts to have complaint procedures, including for complaints of discrimination. Federal law also requires discrimination complaint procedures.}*  
Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: ~~{{1}}~~ Complaints may be oral or in writing and must be filed with the [principal]. Any staff member that receives an oral or written complaint shall report the complaint to the [principal].

The [principal] shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within [10] school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the [principal], the complainant may submit a written appeal to the superintendent [or designee] within [five] school days after receipt of the [principal]'s response to the complaint.

The superintendent [or designee] shall review the [principal]'s decision within [five] school days and may meet with all parties involved. The superintendent [or designee] will review the merits of the complaint and the [principal]'s decision. The superintendent [or designee] will respond in writing to the complainant within [10] school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent [or designee], a written appeal may be filed with the Board within [five] school days of receipt of the superintendent's [or designee's] response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative [at the next regular or special Board meeting] [a Board meeting]. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within [3+0] days of ~~this meeting~~ receipt of the appeal by the Board.

If the [principal] is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent [or designee].

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<sup>1</sup> ~~{~~ For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)~~}~~

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. [The Board may refer the investigation to a third party.]

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the [district counsel] [Board vice chair].

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing[, but will not be longer than 30 days from the date of the submission of the complaint at any step]. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district[, [or] a parent or guardian of a student who attends school in the district[ or a student,] is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal<sup>2</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

#### **Charter Schools of which the District Board is a Sponsor**

[The district Board, [through its charter agreement with [name of charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). A complainant may appeal will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

#### **OR**

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

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<sup>2</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

## DISCRIMINATION COMPLAINT FORM

*Any person, including students, staff, visitors and third parties, may file a complaint.*

Name of Person Filing Complaint \_\_\_\_\_

Date \_\_\_\_\_

School or Activity \_\_\_\_\_

Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ \_\_\_\_\_

Type of discrimination:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Race                      | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age  |
| <input type="checkbox"/> Color                     | <input type="checkbox"/> Marital status                | <input type="checkbox"/> Sexual orientation                             |
| <input type="checkbox"/> Religion                  | <input type="checkbox"/> Familial status               | <input type="checkbox"/> Pregnancy                                      |
| <input type="checkbox"/> Sex                       | <input type="checkbox"/> Economic status               | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veterans' status              | <input type="checkbox"/> Other _____                                    |
| <input type="checkbox"/> Gender identity           |  |   |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.)

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Who should we talk to and what evidence should we consider? \_\_\_\_\_

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Suggested solution/resolution/outcome: \_\_\_\_\_

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This complaint form should be mailed or submitted to the [principal].

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

# OSBA Model Sample Policy

Code: GCBDF/GDBDF  
Adopted:

## **Paid Family Medical Leave Insurance \*** (Version 2)

*{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}*

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan **[has been approved]** by the Employment Department.<sup>{1}</sup> The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>2</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>3</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

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### **Legal Reference(s):**

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

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<sup>{1}</sup> Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

<sup>2</sup> For poster requirements, see OAR 471-070-2330.

<sup>3</sup> By hand delivery, regular mail, or through an electronic delivery method.

# OSBA Model Sample Policy

Code: JFCF-AR

Revised/Reviewed:

## [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ]Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

*{Required AR. ORS 339.256(2)(g) requires districts to have procedures outlining the response to reports of harassment, intimidation or bullying or an act of cyberbullying.}*

The [principal(s){<sup>1</sup>}] [has] [have] responsibility for investigations concerning acts of [hazing,] harassment, intimidation or bullying,[ menacing,] acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of [hazing,] harassment, intimidation or bullying, [menacing,] acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the [principal]. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The [principal] receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The [principal] will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The [principal] conducting the investigation shall notify the person making the report within [10] working days of receipt of the information or report, and parents as appropriate, [in writing] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- [A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.]
- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within [10] working days.

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<sup>1</sup> {Required by ORS 339.356(2)(g). Other bracketed language regarding hazing and menacing exceeds the requirements of ORS 339.356 and is under Board authority ORS 332.107.}

[Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [3+0] working days following completion of the hearing of receipt of the appeal by the Board.]

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Reports against the Board chair may be made directly to the [district counsel] [Board vice chair] on behalf of the Board. The [district counsel] [Board vice chair] shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. [Additionally, a copy of all reported acts of [hazing, ]harassment, intimidation or bullying,[ menacing,] or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.]

## OSBA Model Sample Policy

Code: JGE

Adopted:

### Expulsion\*\*

*{Required policy. ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.}*

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct ~~behavior~~ have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

*{Choose one of the following two options.}* [The Board delegates the authority to decide on an expulsion to the superintendent. <sup>{1}</sup> The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

<sup>{1}</sup> The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.



If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

**OR**

[When a recommendation for expulsion is made, the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it has been waived.]

If the Board is conducting the expulsion hearing, the Board may designate a Board member or a third party to run the hearing. The superintendent will provide relevant information to the Board, including the superintendent's recommendation and duration on disciplinary action.<sup>2</sup> This information will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. The Board will make the final decision regarding the expulsion.]

When a recommendation for an expulsion is made and an ~~expulsion~~ hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>3</sup> or by certified mail<sup>4</sup> at least [five] days prior to the scheduled hearing. Notice shall include:

- a. The specific charge or charges and the specific facts that support the charge or charges;
- ~~b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
- ~~e.b. A recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion;
- ~~d.c.~~ The student's right to a hearing;
- ~~e.d.~~ When and where the hearing will take place; and
- ~~f.e.~~ The student may be represented by counsel or other persons ~~right to representation~~.

~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~

~~3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;~~

~~4.2. If in case the parent or student has difficulty understanding~~ does not understand the English language or has other serious communication disabilities, the district will provide an interpreter during the

<sup>2</sup> Evidence may include the relevant past history and student education records.

<sup>3</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>4</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

hearing ~~translator~~. All communications will be in a manner that is understandable to the parents and student;

- ~~5-3.~~ The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, ~~and/or~~ parent or other person. The district's attorney may be present;
- ~~6-4.~~ The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
- ~~7-5.~~ The student shall be permitted to be present and to hear the evidence presented by the district;
- ~~8-6.~~ The hearings officer or the student may record the hearing;
- ~~9-7.~~ Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

~~10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommendation decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~

~~If the Board has delegated authority to the superintendent [or designee] to act as the hearings officer, the superintendent may designate himself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~

- ~~12-8.~~ A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential records;
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, ~~the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion~~ for reasons other than a weapons ~~policy~~ violation, the

district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification. ~~The district must document to the parent of the student that proposals of alternative education programs have been made.~~

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END OF POLICY

**Legal Reference(s):**

[ORS 192.660](#)

[ORS 332.061](#)

[ORS 336.615 - 336.665](#)

[ORS 339.115](#)

[ORS 339.240](#)

[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)

[House Bill 2514 \(2019\)](#)

# OSBA Model Sample Policy

Code: KL  
Adopted:

## Public Complaints \*/\*\* (Version 4)

(This version of sample policy KL does not need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, recommend delete any other existing complaint procedure.)

*{Highly recommended policy. OAR 581-022-2370 requires districts to have a complaint procedure.}*

Board members recognize that complaints about schools may be voiced by [employees,] [students,] parents of students who attend a school in the district[,], and persons who reside in the district. [When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.]

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

A person may initiate a complaint by discussing the matter with the [administrator] [principal]. That [administrator] [principal] shall attempt to resolve the complaint within [10] working days of initiation of the complaint with the [administrator] [principal]. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within [10] working days of the decision from the [administrator] [principal]. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after [10] working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered[ at the next regularly scheduled or special Board meeting]. A final written decision regarding the complaint shall be made by the Board within [20] days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant. {{1}}

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

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

<sup>1</sup> {{For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)}}}

qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to [district counsel] [the Board vice chair] on behalf of the Board. The [district counsel] [Board vice chair] shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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

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

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and the

complaint is not resolved through the complaint process above, the complainant may file an appeal<sup>2</sup> to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

### **Charter Schools of which the District Board is a Sponsor**

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

**OR**

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

### **[{<sup>3</sup>} Review Process for a Public School Board Complaint Decision**

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within [20] days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [10] days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.]

END OF POLICY

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#### **Legal Reference(s):**

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<sup>2</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

<sup>3</sup> [If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this policy to delineate the process.]

[ORS 192](#).660  
[ORS 332](#).107

[ORS 659](#).852  
[OAR 581](#)-002-0001 - 002-0005

[OAR 581](#)-022-2370

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

# OSBA Model Sample Policy

Code: ING  
Adopted:

## Animals in District Facilities

Only service animals<sup>1</sup> serving persons with a disability and animals approved by the [human resource director] [superintendent] that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

Approved animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 659A.400](#)

[OAR 581-053-0010](#)  
[OAR 581-053-0230\(9\)\(j\)](#)  
[OAR 581-053-0330\(1\)\(q\)](#)

[OAR 581-053-0430\(16\)](#)  
[OAR 581-053-0531\(15\)](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 28 CFR §§ 35.104, 35.136 (2017).  
Americans with Disabilities Act Amendments Act of 2008.

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<sup>1</sup> The American with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.



# OSBA Model Sample Policy

Code: ING-AR  
Revised/Reviewed:

## Animals in District Facilities

If the animal is a service animal<sup>1</sup>, please answer the following questions:

1. Is the service animal required due to a disability? \_\_\_\_\_  
\_\_\_\_\_
2. What work or task has the service animal been trained to perform<sup>2</sup>? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an animal is not a service animal, the district staff may request emergency contact information.

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<sup>1</sup> The American with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

<sup>2</sup> The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.