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*We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become life-long learners, ready to enter the 21st century workforce and to be responsible citizens.*

## **School Board Meeting Packet**

**Thursday, December 19, 2019**

### **Regular Session**

The Gervais School District #1 Board of Directors will convene in a Regular Session at 6:00 p.m. in the Gervais School District Conference Center.

Persons having questions about, or requests for special needs and accommodations, should contact the Director of Special Services at the Gervais School District Office. Contact should be made at least 48 hours in advance of the event.

Individuals needing accommodations regarding translation should contact the Director of Federal Programs at the Welcome Center Office x4010. Contact should be made at least 48 hours advance of the event.

*Gervais School District is an equal opportunity educator and employer. El Distrito Escolar de Gervais es una empresa educadora de oportunidad igual.*



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### **REGULAR SESSION**

The Gervais School District #1 School Board, Gervais, Oregon will convene in a Regular Session in the Gervais School District Conference Center on **Thursday, December 19, 2019, at 6:00 p.m.** The agenda for the Regular Session meeting includes, but is not limited to, the following business:

#### **Reports:**

- **Student Council**
- **Administrators Reports**
  - Maintenance/Custodial Report
  - Food Services Report
  - Technology Report
- **Financial Reports**
- **Superintendent Report**
  - Frontier Charter Academy Operational Assessment

#### **Action Items:**

#### **Discussion Items:**

- **Policy First Reading**
  - GBEA: Workplace Harassment
  - GBEA-AR: Workplace Harassment Reporting and Procedure
  - GBNAA/JHFF: Reporting of Suspected Sexual Conduct with Students
  - GBNAA/JHFF-AR: Suspected Sexual Conduct Report Procedures and Form
  - JHFE: Reporting of Suspected Abuse of a Child
  - JHFE-AR: Reporting of Suspected Abuse of a Child
  - JHFF/GBNAA: Reporting of Suspected Sexual Conduct with Students
  - JHFF/GBNAA-AR: Suspected Sexual Conduct Report Procedures and Form
- **Policies to Delete**
  - GBEA: Workers' Compensation Insurance
  - GCPC/GDPC: Retirement of Staff
  - GCPC/GDPC-AR: Reemployment of PERS-Retired Staff
  - GBNAA/JFCFA: Cyberbullying
  - JHFF: Reporting Requirements Regarding Sexual Conduct with Students
  - JHFF-AR: Sexual Conduct Complaint Form

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# GERVAIS SCHOOL DISTRICT

## Agenda of December 19, 2019 School Board Meeting Gervais School District Conference Center

*We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become a life-long learners, ready to enter the 21<sup>st</sup> century workforce and to be responsible citizens.*

ITEM	RESPONSIBILITY	TIME
<b>1.0 CALL TO ORDER</b>	Chairperson	6:00 p.m.
1.1 Pledge of Allegiance		
<b>2.0 INTRODUCTIONS &amp; ANNOUNCEMENTS</b>		6:05 p.m.
2.1 Public Forum Sign-Up	Chairperson	
2.2 Visitor Guest Book	Chairperson	
2.3 Announcements	D. Stevens	
▪ <b>Community Luncheon</b>		6:10 p.m.
▪ <b>Frontier Charter Academy Annual Report</b>	(T. Schweitzer)	6:30 p.m.
▪ <b>Facilities Assessment Report</b>	(R. Stuecker)	
<b>3.0 APPROVAL OF MINUTES</b>	Chairperson	7:00 p.m.
3.1 Special Session	November 12, 2019	
3.2 Regular Session	November 21, 2019	
<b>4.0 PUBLIC FORUM</b>	Chairperson	7:05 p.m.
4.1 Public Participation in Board Meetings (Gervais School District Policy BDDH-AR)		
<i>Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The Chairperson will direct complaints to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. At this time, members of the public are invited to present concerns to the Board.</i>		
<b>5.0 REPORTS</b>		
5.1 Student Council Report	Student Council Representative	7:10 p.m.
5.2 Administrator Reports	Administrators	7:20 p.m.
▪ <b>Maintenance/Custodial Report</b>	T. Miller & G. Muñoz	
▪ <b>Food Services Report</b>	M. Fit-Henry	
▪ <b>Technology Report</b>	T. Lewis	
5.3 Financial Report	M. Wolfer	7:50 p.m.
5.4 Superintendent Report	D. Stevens	8:00 p.m.
▪ <b>Frontier Charter Academy Operational Assessment</b>		
<b>6.0 BOARD FOCUS/MEMBER TOPICS</b>	Chairperson	8:10 p.m.
<b>7.0 CONSENT ITEMS</b>	Chairperson	8:15 p.m.
7.1 New Hire/Temporary/Extra Duty		
7.2 Contract Change/Recall/Renewal		
7.3 Reduction in Force/Resignation/Termination		
7.4 19/20 Contract Service for Marion County Health & Human Services		
7.5 Workplace Wellness Space Grant		
7.6 Scholarship America Grant		
7.7 MAPS Teacher Grant		
7.8 Gervais School District Job Description for "College & Career Programs Coordinator"		
7.9 Gervais School District Job Description for "Recess/Student Monitoring"		

	ITEM	RESPONSIBILITY	TIME
8.0	<b>ACTION ITEMS</b>	Chairperson	8:25 p.m.
9.0	<b>DISCUSSION ITEMS</b>	D. Stevens	8:26 p.m.
9.1	<b>Policy First Reading</b> GBEA: Workplace Harassment GBEA-AR: Workplace Harassment Reporting and Procedure GBNA/JHFF: Reporting of Suspected Sexual Conduct with Students GBNA/JHFF-AR: Suspected Sexual Conduct Report Procedures and Form JHFE: Reporting of Suspected Abuse of a Child JHFE-AR: Reporting of Suspected Abuse of a Child JHFF/GBNA: Reporting of Suspected Sexual Conduct with Students JHFF/GBNA-AR: Suspected Sexual Conduct Report Procedures and Form		
9.2	<b>Policies to Delete</b> GBEA: Workers' Compensation Insurance GCPC/GDPC: Retirement of Staff GCPC/GDPC-AR: Reemployment of PERS-Retired Staff GBNA/JCFA: Cyberbullying JHFF: Reporting Requirements Regarding Sexual Conduct with Students JHFF-AR: Sexual Conduct Complaint Form		
10.0	<b>FUTURE AGENDA ITEMS</b>		
11.0	<b>ADJOURN</b>	Chairperson	9:00 p.m.



### **A Message from the School Principal**

Frontier Charter Academy (FCA) opened in the 2017-18 school year with a mission to prepare students for the 21st Century. The purpose of education is to equip every student with the prerequisite knowledge and skills needed to be competitive in an increasingly technology-driven economy and to become future problem-solvers of real-world issues. Our first year we met many milestones including leading like schools in retention rating and being one of the leaders in attendance.

That first spring our parents asked us if we would add grades kindergarten through fourth grade to our program and we added the aforementioned grade bands for the 2018-19 school year. FCA had a goal to have an average enrollment for the second year of 300 students. In large part due to word-of-mouth from our families, FCA averaged 322 students in kindergarten through 10th grade, including 13% of students on IEPs.

To accommodate the additional grade bands and student growth we added 11 new staff members. We built and implemented Onboarding courses, Professional Learning Communities, and a new evaluation system to support our new staff--many of which had never taught online--prepare to teach in our program.

While some of the data where we had two years of to compared showed a regression from the 2017-18 to the 2018-19 school year there are other indicators that show that the 2018-19 year was a successful one. Parent referrals continue to be the biggest factor in our growth. We now have six grade bands' worth of courses built that we did not have before the 2018-19 school year. Our Frontier Days are now so well attended that we have to offer two on each Frontier Day because we have outgrown many venues and activities.

Going forward there is a lot to be excited about. Our large cohort of new hires from the 2018-19 school year now has a year of online teaching at FCA under their belt and are excited to refine their practice. This year we were also able to hire a veteran Counselor who has experience working with Freshman and at-risk students. She works closely with our families and help our freshmen stay on track. We have students attending both Linn Benton Community College and Mt Hood Community College this year and look to partner with more community colleges across the state to provide our students an opportunity to earn college credit while in high school. Our elementary program has created and published their own print-based workbooks to accompany the work students complete online. And, finally, we are a year closer to being a full K-12 program with a graduating class.

Thank you,

Beau Neal  
Principal

## **Table of Contents**

Mission Statement	2
School Organization	2
School Profile	2
Report on Success in Meeting Annual Goals from Charter	4
Additional Benchmarks/Achievements	5
Face to Face Events	6
2018-19 School Improvement Planning Goals	6
Accreditation	6
Financial Report	6
Conclusion	7
Exhibit A: FCA Field Trips	8

## **ANNUAL REPORT FOR 2018-19**

### **Mission Statement**

Frontier Charter Academy is committed to offering a high-quality, meaningful, authentic learning experience for students by providing the latest technology and tools available. Students engage in interactive, collaborative lessons taught by highly-qualified Oregon licensed teachers to ensure that students develop workplace skills.

### **School Organization**

Much like a traditional school setting, Frontier Charter Academy is governed by a Board of Directors with daily operations running through the school administration. School administrators supervise teachers and support the learning process and are responsible to the Board for operations and student results.

The Board of Directors for 2018-19 school year consisted of:

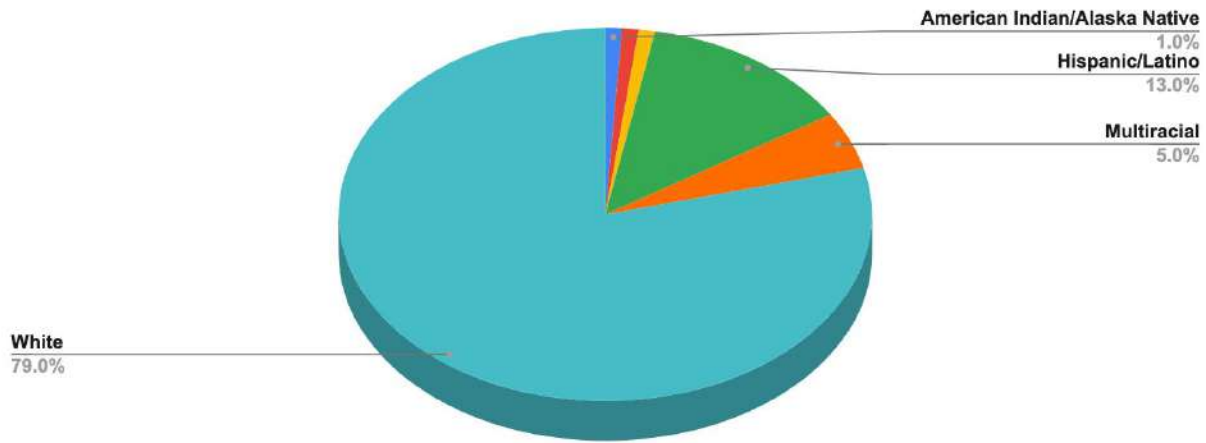
Jordan Burch - Board Chair  
Jelani Memory - Board Vice Chair  
Michael Winning - Secretary/Treasurer  
Ashley Kennel - Member  
Jack Gallagher - Member

The Gervais School District, FCA's authorizing district, receives notification of all Board meetings and frequent updates on school operations throughout the year, including quarterly meetings with school administration on progress data. All Board meetings are open to the public; notification of meetings and meeting agendas are posted at the school approximately one week before the meeting. Information about Board meetings is also available on the website during the year, including displaying the meeting agenda and procedures for participating in meetings.

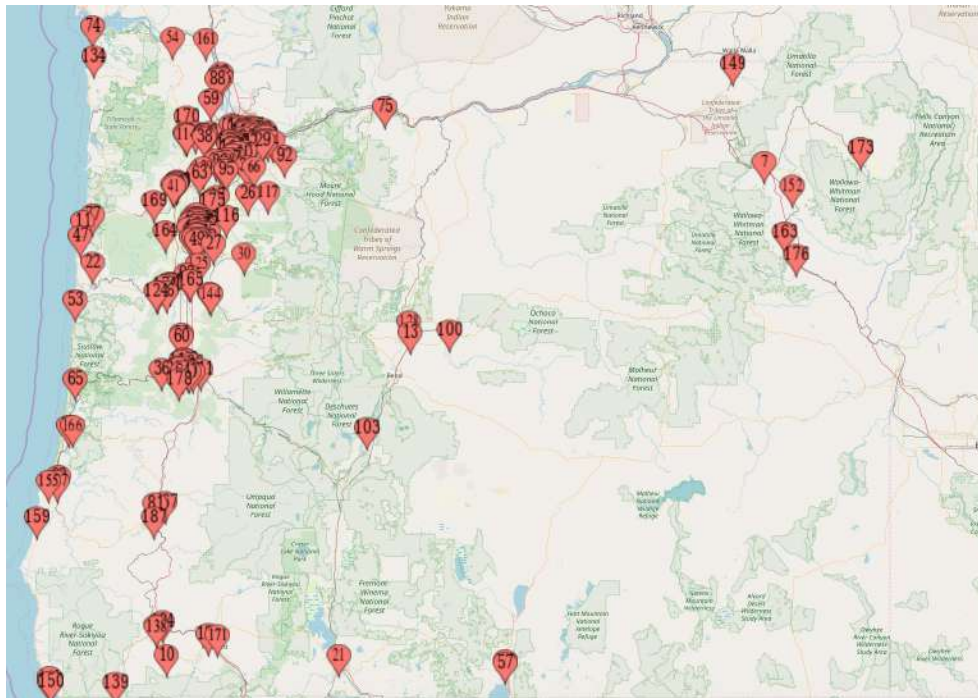
### **School Profile**

To meet our enrollment goal, we hosted info sessions around the state and ran Google Adwords and Facebook ad campaigns as well as taking out ads in printed magazines. We also schedule Meet and Greets down the I-5 corridor to handoff Chromebooks and meet families joining our program.

The ethnic and racial makeup of our student body is not much different than any other online charter school in our state despite targeting marketing campaigns at populations that are historically underrepresented in online education. Typically, online schools are made up of students who identify as White.



A majority of our student population resides around the I-5 corridor. That is probably due to the number of info sessions we conducted up and down I-5 as well the types of parents who signed on with us for that first year and the fact the larger cities in Oregon tend to be on the I-5 corridor. Below is a scatterplot of where our families in the 2018-19 school year reside. Looking forward, we have already seen some of those outliers grow from one family to two or three as parents refer others to our programs. Our first year we had one student in Brookings. In year two we had three students and all of our new students heard about our program through the family that signed up in year 1.



## **Report on Success in Meeting Annual Goals from Charter**

Following are the school's core goals, measurements, and performance criteria as established in the current charter, and reports on FCA's success in achieving those goals in 2018-19.

**Goal 1 - SBAC Participation:** At least ninety-five percent of Charter School students will participate in Oregon statewide assessments taken by their peers in the regular District instructional program. The Charter School will notify the District if this goal is not possible due to an inordinate amount of students formally opting out of statewide assessments.

**2018-19 Result: Not Met.** ODE has a rule that allows parents to "opt-out" their child from state testing participation. Each school must communicate this allowance and process to the parents and offer them the form to "opt-out". FCA complies with this law but also informs the parents on the importance of participating and made a good faith effort to test every student. FCA had staff members travel to all corners of the state to test every individual that was willing to participate. Of the 218 students of test eligible grades, there were 70 formal "opt-outs". The remaining 148 students participated in math, ELA, and science when applicable.

**Goal 2 - SBAC Performance and Growth:** Achievement results for the Charter School will be summarized annually and reported to parents and to the District. The performance of Charter School students on statewide assessments will be compared with their peers in the regular District instructional program. In addition, special emphasis will be placed on depicting individual academic growth from year-to-year. Growth scores will be utilized to demonstrate achievement gains. Also, the Charter School's average scores and/or outcomes for the student groups identified in any state or federal accountability system applying to the District shall meet or exceed the scores of District students in those same groups.

**2018-19 Result: Partially met.** Rated *partially* because this goal has several components and perhaps should be broken into components in future years. Results were summarized and distributed to families, as well as shared with the district via TIDE and ODE reporting. Growth from year to year is a bit difficult with our transient population as well as last year was the first year we tested grades 3 and 4.

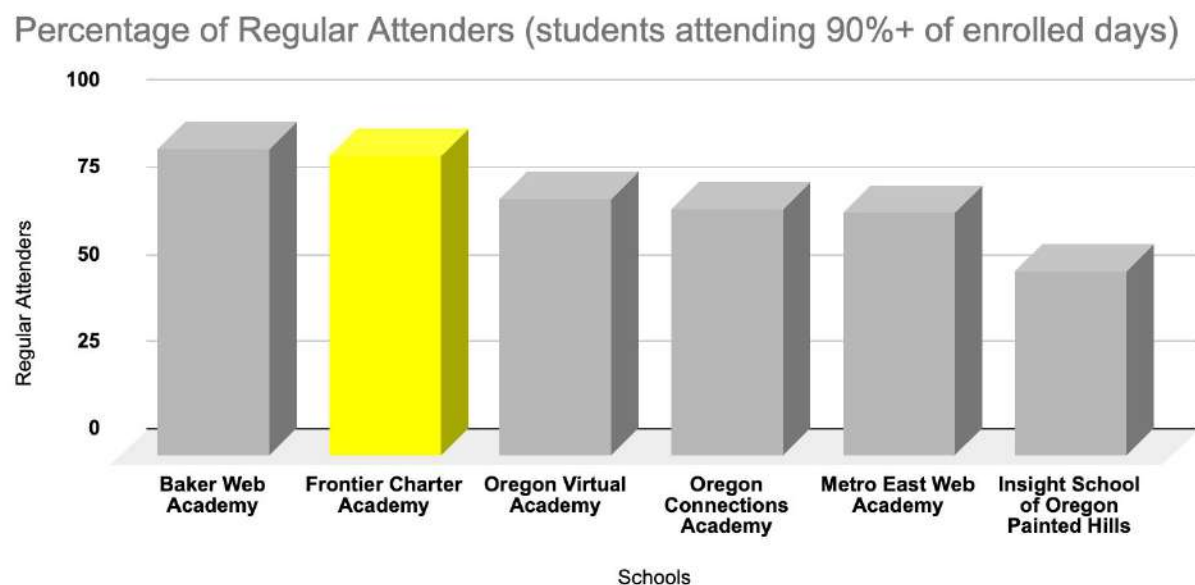
If we look at our two most-represented subgroups that we have with SBAC assessment results and compare that with the district, we are close with economically disadvantaged (42% for FCA ELA and 44% for the district), and nearly double the percentage proficient for students with disabilities (31.6% for FCA ELA compared with 15% for the district). Math was a similar pattern, Gervais SD students with disabilities having a 9.2% proficient while FCA is over

double that with 26.2% although we were lower than the district for economically disadvantaged as we had a 16.7% proficient compared with the district 35%.

## **Additional Benchmarks/Achievements**

### **Attendance**

Of the students who enrolled with FCA in the 2018-19 school year, over 86 percent attended over 90 percent of their enrolled school days. This is a 9% decrease from our first year, but one we expected due to the growing student enrollment and staff growth. Below is a graph that shows how FCA's enrollment figures compare to like schools. Notice that when compared to other online programs FCA still compares favorably. FCA relies on creating meaningful experiences in the online classroom to keep the students wanted to engage. The data below speaks to how hard our teachers have worked to create engaging curriculum and how hard we have worked behind the scenes to create a user-friendly program free from technological barriers.



Frontier Charter Academy believes that when students engage in their schooling, true learning will happen. Teachers worked hard to ensure live instruction was engaging and productive for students. When students were unable to attend a live session, teachers worked individually with students to support the student's learning needs.

## **Face-to-Face Events**

Frontier Charter Academy offered many opportunities for students to come learn together in person while experiencing all that Oregon has to offer. Students and staff alike traveled throughout the state to attend events such as: Museums in Hillsboro, McMinnville; a fossil digging outing in Newport among others. Please see Exhibit A below for the locations and dates of our Field Trips.

## **2019-20 School Improvement Planning**

In addition to the charter goals outlined above, FCA is focusing on:

- Instructional Improvement: to help our new teachers grow accustomed to teaching online and to help our returning teachers grow FCA implemented a new evaluation system, professional learning communities, and an updated onboarding program.
- Creating curriculum and instruction for grades K-5 that is based on the same model and philosophy as the secondary grades.
- Create onboarding and ongoing support for families in the areas of technology and supporting their students.
- Increase accessibility throughout all grades and subjects for all students through co-planning and instruction with sped staff and ongoing professional development particularly in the area of literacy.
- Creating the opportunity for dual credit classes for HS and expanding enrichment opportunities for elementary in the area of art and music.
- Improve Freshman on track by adding a school Counselor
- Improving responsive technical support by hiring a full-time Educational Technology Assistant to manage help tickets and day-to-day technical maintenance.

## **Accreditation**

Frontier Charter Academy is seeking a three-year accreditation from AdvancED as FCA is a new school. In the 2019-20 school year, FCA will undergo the full accreditation self-study and site visit from AdvancED and expects to qualify for the traditional five-year accreditation status.

## **Financial Report**

In accordance with Oregon charter school law, Frontier Charter Academy prepares an annual budget to be reviewed and approved by its governing Board and reviewed by the Gervais School District. Also, the school has undergone the required financial audit. This audit is a public

document and is available upon request to the Oregon Department of Education, the Gervais School District and any member of the public including parents.

Based on the financial results of the school for 2018-19, FCA's general fund balance as of June 30, 2019 was \$242,900.

## **Conclusion**

FCA's enrollment reached its goal based on the current budget and remained stable throughout the year showing subtle growth over time, which is strong evidence that our school is providing an essential service to many families across the State of Oregon. Our biggest challenges continue to be student performance in math and addressing our freshman "on-track" which could impact our ability to graduate all students on time. We continue to focus considerable energy in these areas.

Entering the school's third year of operation, FCA's list of accomplishments continues to grow. Evidenced from parent satisfaction and the increased number of returning students, FCA looks forward to continued success, adding additional programs and supports, and commitment to its mission.

## Exhibit A

Below are the dates and locations of our 8 total field trips in the 2018-19 school year.

<i>The Rice Museum</i>	<i>Hillsboro</i>	<i>10.12.18</i>
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Students and staff toured The Rice Northwest Museum of Rocks and Minerals. We had to run to add an additional date.

<i>Beverly Beach</i>	<i>Newport</i>	<i>10.26.18</i>
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Avocational Paleontology, Guy Ditorrice, led FCA staff and students on a fossil dig at Beverly Beach.

<i>High Desert Museum</i>	<i>Bend</i>	<i>11.16.18</i>
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Students and staff participated in a 60-minute discovery tour as well as a self-guided tour of the High Desert Museum in Bend, Oregon.

<i>Evergreen Aviation and Space Museum</i>	<i>McMinnville</i>	<i>12.21.18</i>
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Students and staff participated in a self-guided tour of the Evergreen Aviation and Space Museum.

<i>OSU Student Union</i>	<i>Corvallis</i>	<i>2.15.19</i>
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Students and staff bowled in the Oregon State University Student Union building.

<i>Cascade Raptors Center</i>	<i>Eugene</i>	<i>4.5.19</i>
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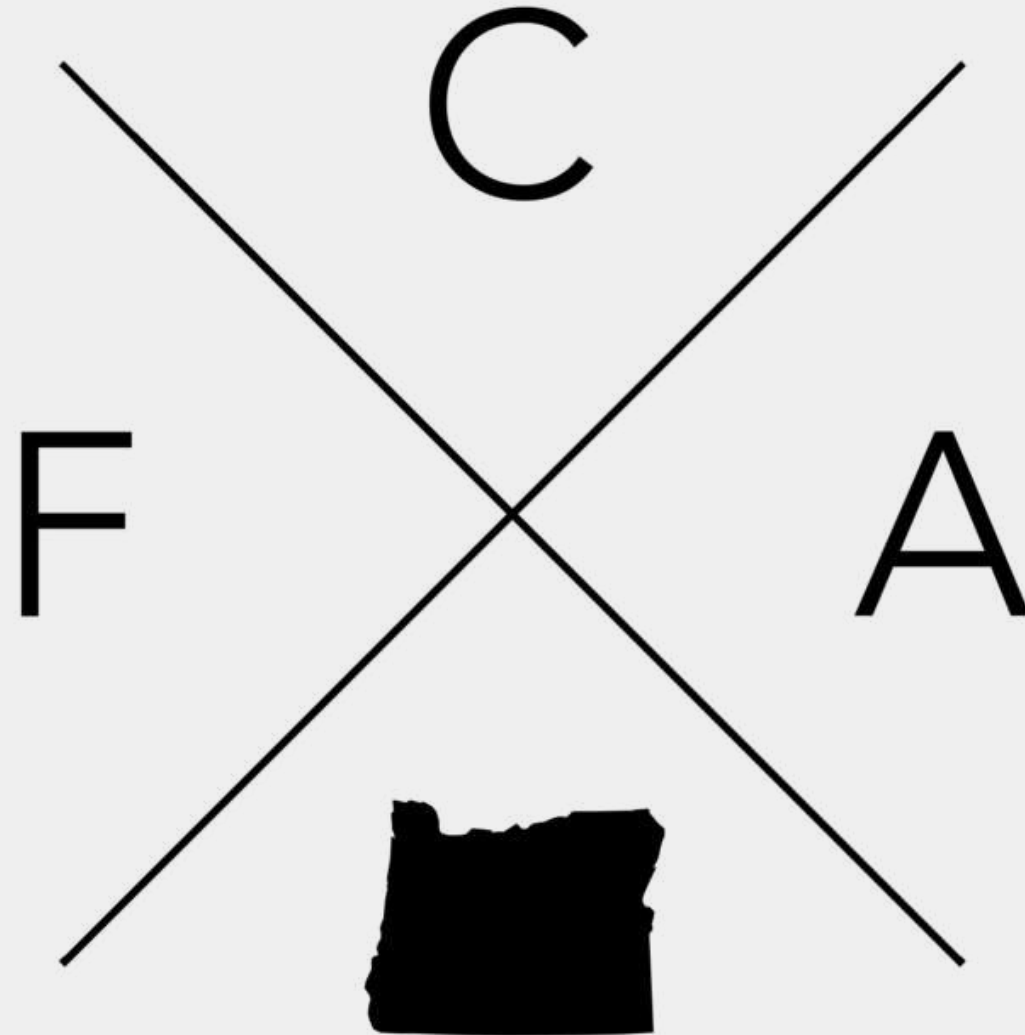
We had two sessions to accommodate our size: the morning session was for secondary students with a 50 minute presentation and the afternoon session was geared toward primary students with a 30 minute session and self-guided time.

<i>Charleston Marine Life Center</i>	<i>Coos Bay</i>	<i>5.24.19</i>
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Students and staff participated in a self-guided tour of the Charleston Marine Life Center.

<i>Blue Lake Park</i>	<i>Portland</i>	<i>6.14.19</i>
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The year ended with a field day at Blue Lake Park in Portland, Oregon. Students brought their yearbooks to get them signed by their teachers and friends and everyone participated in field games.



**FCA**  
**Academic Report**  
**2018-19 SY**

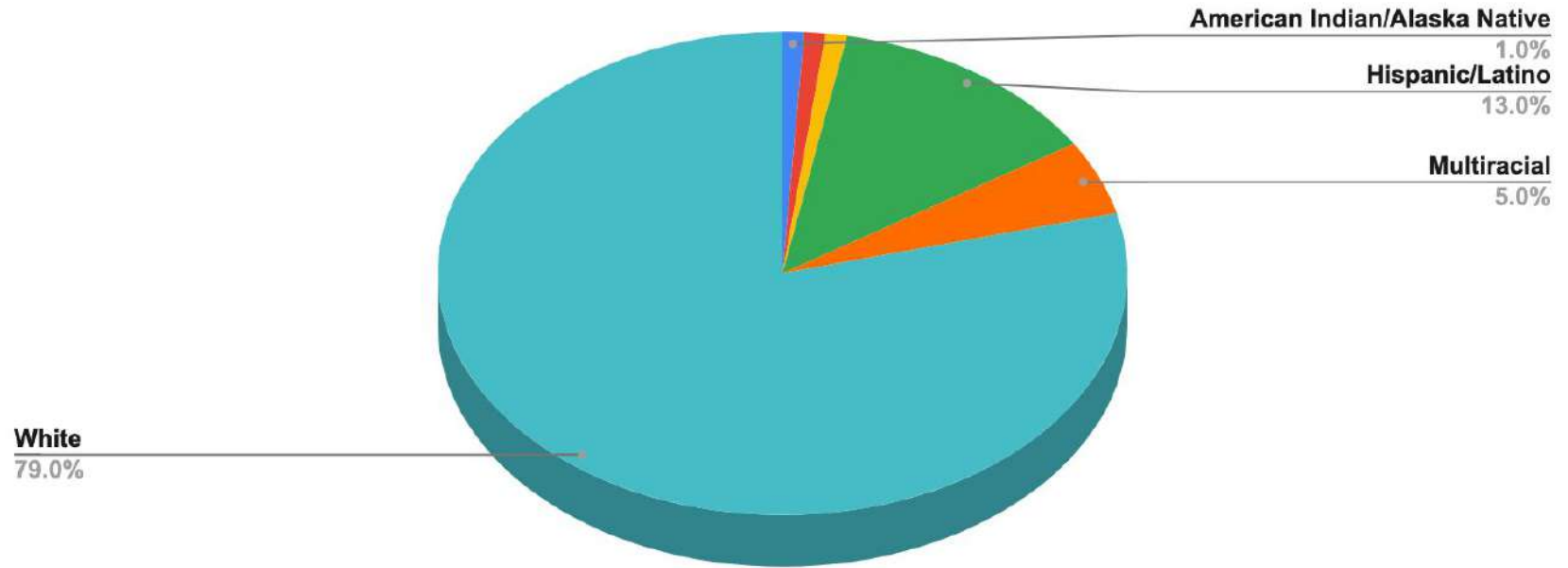
# Mission Statement

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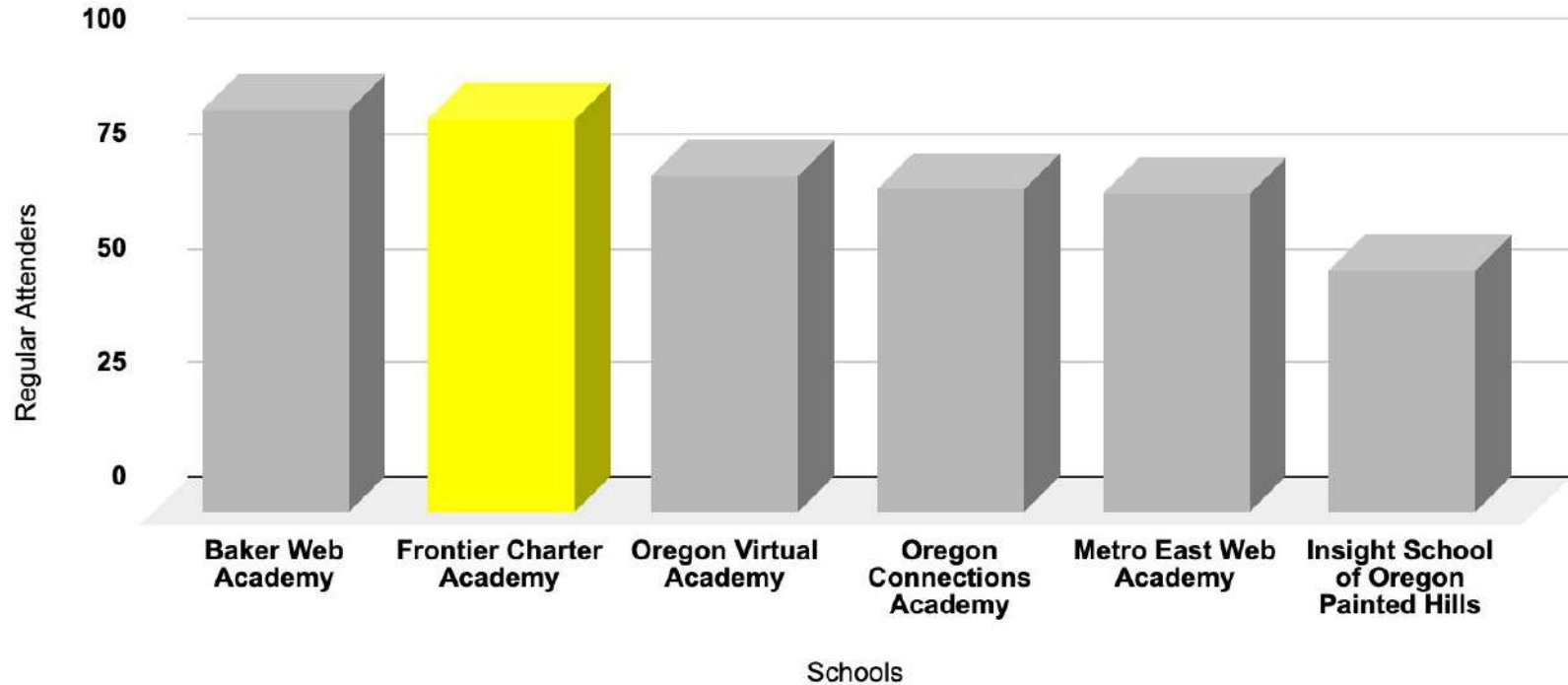
# School Profile

- Average enrollment: 322 students
- 61% retention rate
- 17% IEP
- 22 FTE staff





## Percentage of Regular Attenders (students attending 90%+ of enrolled days)





## STATEMENT OF ACTIVITIES

<b>RECEIPTS</b>	<b>2019</b>	<b>2018</b>	<b>Difference</b>
<b>General:</b>			
State school support	\$2,490,281	\$1,141,464	\$1,348,817
Other state & federal sources	\$76,114	\$97,389	-\$21,275
Miscellaneous	\$7,855	\$264	\$7,591
Earnings on investments			
<b>Total revenues</b>	<b>\$2,574,250</b>	<b>\$1,239,117</b>	<b>\$1,335,133</b>
<b>DISBURSEMENTS</b>			
Instruction	\$1,818,399	\$749,214	\$1,069,185
Support services	\$638,897	\$363,957	\$274,940
Enterprises and community services	\$0	\$0	\$0
Facilities acquisition and construction	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0
<b>Total expenses</b>	<b>\$2,457,296</b>	<b>\$1,113,171</b>	<b>\$1,344,125</b>
<b>Change in net position</b>	<b>\$116,954</b>	<b>\$125,946</b>	<b>-\$8,992</b>
<b>Net position - Beginning of year</b>	<b>\$125,946</b>		<b>\$125,946</b>
<b>Net position - End of year</b>	<b>\$242,900</b>	<b>\$125,946</b>	<b>\$116,954</b>

# Goals 2018-19 SY

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# Goals 2018-19 SY

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# Current School Year 2019-20

- Enrollment: 418 students (grades K-11)
  - Second year grade bands K-4 and new 11th grade
  - Projected enrollment 430 students
- 13% students with IEPs
- 0% ELL
- 4% 504
- 33 staff members
- Technology
  - Zoom--virtual classroom
  - Securly account for parents
  - Continued 1:1 Chromebook for every student
  - Kajeet mobile hotspots for families demonstrating need
  - FCA hosted family support live sessions and student onboarding courses

# Elementary

- MAP testing for Baseline and Diagnostic Data
- Kiwi and Tinker Crate
- Differentiated Reading Groups
- Physical Texts



# Secondary

- Homeroom in grades 6–11 to teach digital literacy, digital citizenship, and career exploration
- Humanities block in grades 6–8
- The ability to offer math up to Algebra II for middle schooler
- An emphasis on authentic skills, collaboration, meaningful assignments, and the ability to differentiate the curriculum not found in other online schools



# Special Education

- Co-teaching/Planning Model
- Whole-staff training on building access and embedding supports through courses for all students
- Virtual Collaborative Problem Solving Training
- RTI Model for Interventions
- Building skills for beyond high school

# Frontier Days

2 options around the state mo Frontier Day  
for families for the 2019-20 SY

Examples:

- Hillsboro- Rice Museum
- Beverly Beach- Fossil Digging
- Bend- High Desert Museum
- Corvallis- OSU Visit
- Eugene- Raptor Center
- McMinnville- Evergreen Museum
- Coos Bay- Aquarium
- Portland- Blue Lake Park



**Gervais School District #1  
School Board Special Session Meeting Minutes  
Tuesday, November 12, 2019**

**SPECIAL SESSION**

Director Jirges called the School Board of Gervais School District #1, Marion County, into a Special Session on Tuesday, November 12, 2019, at 5:08 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Kristen Miles, Dandy Stevens, and Sandra Segura.

**1.0 CALL TO ORDER****1.1 Pledge of Allegiance**

Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 5:06 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS****2.2 Visitor Guest Book****Those present included:**

Andrew Aman, Creighton Helms, Bob Martin, Ken Stott, and Sylvia Valentine-Garcia.

**Announcements:****3.0 APPROVAL OF MINUTES**

None.

**5.0 REPORTS**

None.

**6.0 BOARD FOCUS/MEMBER TOPICS:**

None.

**7.0 CONSENT ITEMS:**

None.

**8.0 ACTION ITEMS**

None.

**9.0 DISCUSSION ITEMS****Communication Protocols Between the School Board & Superintendent**

The following topics were discussed as important topics to communicate between the superintendent and Board members.

- Best ways to communicate in case of an emergency and what constitutes a true emergency.
- Safety reunification locations.
- Protocol for Board members to follow when visiting a building.
- Spokesperson on behalf of the district if media approaches with questions.

**Vision & Values/Strategic Plan Priorities**

Director Jirges gave an overview of where the School Board left off last year in regards to Promise Scholarship Program (PSP) through Oregon School Board Association (OSBA) connected to the Strategic Plan.

Ms. Miles (OSBA representative) had the School Board members and district administrators pair up to provide statement ideas about what they see as priorities in regards to vision and values for the district. After the administrators and school board members had the opportunity to provide their input, they came up with the following categories.

- K-12 Alignment
- Student Engagement
- Social & Emotional Learning
- College and Career Readiness
- Academic Rigor

Ms. Miles asked the group to provide input about the outcomes/purpose for each of the categories listed above. The group also spent some time providing ideas about a vision statement.

The group agreed to continue this work on January 13<sup>th</sup> at 5:00 p.m.

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Special Session**

Director Jirges adjourned the Special Session at 7:32 p.m.

**APPROVED**

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Board Chairperson

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Board Secretary

DRAFT

**Gervais School District #1  
School Board Regular Session Meeting Minutes  
Thursday, November 21, 2019**

**REGULAR SESSION**

Director Jirges called the School Board of Gervais School District #1, Marion County, into a Special Session on Thursday, November 21, 2019, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, and Lorraine Martin. (Director Sullivan was absent). Others present included Dandy Stevens and Sandra Segura.

**1.0 CALL TO ORDER****1.1 Pledge of Allegiance**

Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS****2.1 Public Forum Sign-Up:**

Director Jirges reminded everyone to sign the attendance sheet if they wished to speak during the public forum.

**Public Forum Sign-Up included:**

Lenthal Kaup.

**2.2 Visitor Guest Book****Those present included:**

Uriel Aguilar Torres, Andrew Aman, Michelle Chase, Lenthal Kaup, Ken Stott, and Melissa Wolfer.

**Announcements:**

Ms. Stevens announced that today was the last day of the first Trimester, and students will be on Thanksgiving break for one week. She also shared about the events happening this week; Screenagers & Chronic absenteeism parent meeting.

**3.0 APPROVAL OF MINUTES**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approve minutes for the Special Session for October 15, 2019, and the Regular Session for October 17, 2019 minutes. The motion passed 4-0. (Director Sullivan was absent)

**4.0 PUBLIC FORUM:**

Mr. Kaup said that he would like to leave the weapons policy as written and not make any revisions. He suggested having a firearm safety program available for older students and maybe starting a competitive shooting club. He said that he would like to see schools prepared in case it's needed.

**5.0 REPORTS****Student Council Report**

Uriel Aguilar & Mike Tapia reported on following activities/events: Homecoming, Student Leadership Conference, FFA Retreat, assembly to reveal the mascot, staff competition game against North Marion High School, coin drive, sports, and drama club returning and Winter Arts Night.

Uriel Aguilar showed the School Board the different tabs/tools available on the Career Information Services (CIS) website for the students to navigate through.

There was a brief discussion on how frequent students use this tool and how much trainings was offered.



## **Administrators Reports**

### **504's and Erin's Law**

Dr. Helms reported that an audit was done on 504's and the consultant recommended that we clean up some things, including the need for separating the terms for special education and 504's. He gave different scenarios of how students are accommodated in a different way if on a 504 versus on Individualized Education Programs (IEP's). He added that a manual for 504's was created to lay out all the areas and to make sure that there are annual checkups with every student with a 504. He stated that there is a long range plan for every student on a 504. He said that currently there are less than 30 students on a 504 in the district. He also talked about state mandated requirements about Erin's Law in regards to child sexual abuse prevention education lessons for children in kindergarten through high school. He pointed out there are resources posted on the district's website about the requirements. He said that a letter would be going out to parents to inform them about this state requirement. He added that the curriculum is age appropriate and approved by the state, but parents do have the right to opt out and to view the material and come up with an alternative curriculum. He said that there had been a discussion on how to roll this out and how often it will be taught. He said that the counselor would be available to assist students if there are any questions along the way. He said that there would be a short meeting on January 13<sup>th</sup> with more information if there are any questions before the curriculum is out.

### **Gervais Elementary School**

#### **STE(A)M**

Dr. Helms shared that the elementary will begin a two year process to adopt the STE(A)M identity and philosophy. He said that STE(A)M is an educational approach to learning that uses Science, Technology, Engineering, and Mathematics (integrated the Arts) as access points for everything. He said that two teachers and he attended a STE(A)M site in Hillsboro and came back very excited to share with the other teachers. He expressed that ¾ of the teachers have already shown interest in proceeding with this approach. He added that data does show that when students are passionate about something that Smarter Balance Assessment Consortium (SBAC) scores improve. Dr. Helms praised the teachers at the elementary for their exceptional work and for their willingness to look at other resources that will engage student learning.

#### **Coding**

Dr. Helms brought an inexpensive robot that students are able to program by using coding. In addition, he reported that GirlsWhoCode has been very successful and currently has about fifty girls that are involved in the club. He talked about the different projects that kids have been working on. Projects are given to a student depending on the skill level that they are at.

Dr. Helms reported on the attendance meeting he had with parents to reiterate the importance of attendance. He also reported that the elementary received an invitation to partner with NASA. NASA will be providing a high quality drone, robot, and platform that students will be able to program and use the drone, robot, and platform to compete with other students in different grade levels. The Gervais elementary is one of ten schools that applied for this opportunity and got it.

Director Martin asked what is available for students whose interest is reading or writing.

Dr. Helms said that with STE(A)M, every child goes through reading and writing at all times. It will not substitute the current curriculum being used. He said that STE(A)M is also about exploring things hands on and reading directions. He said that one example is students were recently able to publish their first newspaper and newsletter that will be sent to parents.

### **Gervais High School**

Mr. Aman said that the high school has partnered with the middle school by setting meetings every other week to discuss students with chronic attendance. Phone calls are being made to every family when a student is not in school. Incentives are given to students with perfect attendance and they will give students a t-shirt saying, "I was here." Mr. Aker (WESD representative) will be given a presentation to staff about the importance of taking attendance accurately. He also reported on attendance for the "Screenagers" movie and that a future sequel event of "Screenagers" that will focus on anxiety & suicide and an update on RULER training.

There was a brief discussion about the CIS roll out. Details were also discussed on how the students are doing their personal education with their advisor teacher at the high school.

**Financial Report:**

Ms. Wolfer said that she does not have anything else to add to her written report. She pointed out that under the action items; she has a correction that has to be approved by the Board in regards to the 19-20 Budget Hearing and under the consent items revisions to the Process & Procedural Manual that needs to be updated yearly to let auditors know that the district does have internal controls.

The School Board members were assigned to review parts of the Process & Procedural Manual prior to the meeting and provided some corrections.

There was a brief discussion on what the spending reports encompass (provided by the business manager) that were included in the financial report.

Director Jirges asked about a check written to Gagle Enterprises Inc?

Ms. Wolfer said that it is a vendor that Maintenance/Custodial department uses to purchase specialty items.

**Superintendent:**

Ms. Stevens said that after the special education audit was done, it was found that more time was needed from the psychologist. Ten more hours were added a week to the psychologist's contract to better support students due to the caseload.

**6.0 BOARD FOCUS/MEMBER TOPICS:**

The School Board members that attended the Oregon School Boards Association (OSBA) Annual Convention shared what they learned in some of the workshops that attended and indicated they would like to see a thing or two implemented. Some of the workshops that they attended were; reading instruction for students with dyslexia, how data is impacted by the number of students, and an Advancement Via Individual Determination (AVID) workshop.

Ms. Stevens said that she would be including the topic of "dyslexia" in a survey that will be available to all. She said that in regards to becoming a data expert, she mentioned that the WESD does come out to help districts.

**7.0 CONSENT ITEMS:**

**7.1 Approve**

**New Hire / Temporary:**

Ismael Martinez, Custodian II

Jennifer Rodriguez, Temporary Secondary ELL IA/Clerical

Alyssa Ventura, Childcare Worker GES

**Extra Duty:**

Sara Broadhurst, Building Section 504 Facilitator, HS TAG Facilitator

Grant Funderburg, Testing Coordinator GHS

**7.2 Approve**

**Contract Change / Renewal:**

**Recall:**

**7.3 Approve**

**Resignation / Termination/Non-Renewal:**

**Decline:**

**Reduction in Force:**

**7.4 Approve**

**Process & Procedural Manuals**

Gervais District#1 Board of Directors approves the Process and Procedural Manual as shown on agenda item 11-19-7.4.1.

**7.5 Approve**

**Gervais School District Job Description for “TAG Building Facilitator”**

Gervais District#1 Board of Directors approves revisions to the Job Description “TAG Building Facilitator” as shown on agenda item 11-19-7.5.1

**7.6 Approve**

**Gervais School District Job Description for “504 Building Facilitator”**

Gervais District#1 Board of Directors approves revisions to the Job Description “504 Building Facilitator” as shown on agenda item 11-19-7.6.1

**Discussion:**

Director Martin said that she would like to pull from approving the “Process & Procedural Manuals right now and move it to the action items to be approved later on the agenda.

**Motion:**

There was a motion made by Director Jirges and seconded by Director Martin that the Gervais School District Board of Directors approves moving consent item 11-19-7.4. to approve during action items on the agenda. The motion passed 4-0. (Director Sullivan was absent)

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves the revised consent items en masse as listed on the agenda. The motion passed 4-0. (Director Sullivan was absent)

**8.0 ACTION ITEMS**

**8.1 Policy Second Readings**

EFAA-AR: Reimbursable Meals and Milk Programs

KL: Public Complaints

**Motion:**

There was a motion made by Director Jirges and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves policy changes to policy EFAA-AR and KL. The motion passed 4-0. (Director Sullivan was absent).

**Oregon School Board Association (OSBA) Elections**

**8.2 OSBA Board of Directors Position 12**

**Motion:**

There was a motion by Director Bustamante and seconded by Director Martin for the Gervais School District Board of Directors to cast a vote for Melissa LaCrosse for OSBA Board Position 12 and authorize Sandra Segura to submit the vote to OSBA. The motion passed 4-0. (Director Sullivan was absent).

**8.3 OSBA Legislative Policy Committee Position 11**

**Motion:**

There was a motion by Director Jirges and seconded by Director Caballero for the Gervais School District Board of Directors to cast a vote for Satya Chandragiri for OSBA PLC Position 11 and authorize Sandra Segura to submit the vote to OSBA. The motion passed 4-0. (Director Sullivan was absent)

**8.4 OSBA Legislative Policy Committee Position 12**

**Discussion:**

The School Board had a brief discussion, and the majority of the members said that they were leading their vote towards Glen Holum due to having more experience in this area.

**Motion:**

There was a motion by Director Caballero and seconded by Director Bustamante for the Gervais School District Board of Directors to cast a vote for Glen Holum for OSBA LPC Position 12 and authorize Sandra Segura to submit the vote to OSBA. The motion passed 4-0. (Director Sullivan was absent).

**8.5 Appoint Budget Committee Member**

**Discussion:**

Ms. Stevens said that there were no applications submitted and recommends reopening the two vacancies for a longer period and postpone the appointment until January's board meeting.

**Motion:**

There was a motion made by Director Jirges and seconded by Director Martin to reopen two Budget Committee Member vacancies until filled. The motion passed 4-0. (Director Sullivan was absent).

**8.6 19-20 Budget Hearing Motion Correction**

**Discussion:**

Ms. Wolfer said that a minor clerical error had been corrected, but needs the Board approval. The following was the correction:

(Fund 400, Capital Projects was shown at an appropriation level of \$10,000 for Support Services on the original motion. The detail of the budget was for \$5,000 for Support Services and \$5,000 for Facility Acquisition.)

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Jirges that the Gervais School District#1 Board of Directors approves the correction to the 19-20 Budget Hearing motion, as shown on the agenda. The motion passed 4-0. (Director Sullivan was absent).

## 8.7 Process & Procedural Manual

### **Motion:**

There was a motion made by Director Jirges and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves revisions as shown and as discussed earlier on the agenda to the Process & Procedural Manual. The motion passed 4-0. (Director Sullivan was absent).

## 9.0 DISCUSSION ITEMS

### 9.1 Gervais School District Healthy and Safe School Plan

#### **Discussion:**

Ms. Stevens gave a brief explanation of why districts are required to submit these types of plans that require integrated pest management, radon, and lead testing in buildings.

#### **Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District#1 Board of Directors approves the Healthy and Safe School Plan as shown on the agenda. The motion passed 4-0. (Director Sullivan was absent).

### 9.2 JFCJ: Weapons in School

#### **Discussion:**

There was a discussion that input was received from the leadership students at the high school around this topic. The leadership students said that they were open to teachers having a concealed weapon as long as they went through a proper mental health assessment. They shared that the perception that was received about having a resource officer in the buildings was in the beginning, there might not be trust, but later the trust builds. It was reiterated to students that this is only informational input. Other things that were discussed were the many opportunities that it would bring to students having a resource officer, required training/certification if an employee carries a weapon, insurance rates would rise, and a question will be asked about a resource officer in a survey that will be published soon. It was also clarified that the policy does not say that it will allow employees to carry concealed weapons.

#### **Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District#1 Board of Directors approves changes as shown to policy JFCJ. The motion passed 4-0. (Director Sullivan was absent).

### 9.3 District School Improvement Plan

#### **Discussion:**

Ms. Stevens provided a hardcopy of the District Improvement Plan that will be submitted to the state. She said that priorities for the district had been already identified by state, including Frontier Charter Academy (FCA). She informed the board that the administrators have been looking at achievement data to see where students need to be performing and what kind of growth they need to make every year to catch up and be where they need to be. Each building talked about what they will do to implement and address those needs and measure it. This plan will be used as the foundation for when the district applies for the Student Succeed Act money. She reported that there have been discussions with the high school administration about ideas for the Math department such as hiring an additional Math teacher, providing resources, visiting other schools that are doing better in Math, looking at individual practices, and what type of supports could be put in place for the summer, buying some software to keep track of the data, purchasing additional SBAC practice assessment, and professional development. Lastly, she

said that 45K was set aside for summer school to be open to all grade levels and run themes throughout the summer. To help FCA, the district set aside money to help pay for a full time counselor that they hired to help track 9th graders to be on track to graduate.

Ms. Stevens said that the district should hear back soon about any tweaks that are needed. She informed the School Board that their role would be to monitor this. She also mentioned that she would be talking to legislators about students taking some days for religious holidays. She said that there is a concern that we are not equal if a certain group is taking holidays and being considered as having Chronic Absenteeism.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves revisions as shown and, as mentioned earlier, to the Process & Procedural Manual. The motion passed 4-0. (Director Sullivan was absent)

**9.4 Seismic Assessment-Proposal for Seismic TAP Grant Fee**

**Discussion:**

Ms. Stevens said that in December, the Board would get the second round of the assessments. She said that the second component would cost 17K, but the district is able to apply to get reimbursed for all of this. She added that this is all required to be done before the district applies for the seismic grant by a company that is approved by the state. Assessments are done in all different areas to see if our buildings would be able to survive an earthquake.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District#1 Board of Directors approves the proposal for the seismic TAP Grant Fee as shown on the agenda. (The motion passed 4-0) (Director Sullivan was absent)

**9.5 Math Scores Districtwide**

Ms. Stevens presented student performance data in the subject area of Math. The data presented included data in the following areas:

- Similar districts-enrollment, low income, and ELL peers
- All tests-state comparison
- Math results and districts with low income percentages
- Math Performance Trends-peer group comparison
- Math Performance Trends at Gervais-grades 6, 7, 8, 11
- Math Performance Comparison-comparison to other similar districts
- Results by School-compared 11<sup>th</sup> grade High School & 11<sup>th</sup> grade Samuel Brown students
- Math Performance Trends by School
- Proficiency levels for 8<sup>th</sup> and 11<sup>th</sup> grade students

**9.6 Policy First Reading**

**IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**

**Discussion:**

Ms. Stevens said that there is only one minor required change to the policy: Adding "is culturally inclusive."

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District#1 Board of Directors approves revisions to policy IGAI. The motion passed 4-0. (Director Sullivan was absent).

**9.7 Board/Superintendent Working Agreement**

See the end of the notes for the motion.

**9.8 Board Goals**

See the end of the notes for the motion.

**9.9 Superintendent's Evaluation Timeline**

**Motion:**

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves Board/Superintendent Working Agreement, Board Goals, and Superintendent's Evaluation Timeline (selected example 11-19-9.9.1) as shown. The motion passed 4-0. (Director Sullivan was absent).

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Regular Session**

Director Jirges adjourned the Regular Session at 8:40 p.m.

**APPROVED**

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Board Chairperson

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Board Secretary

DRAFT

# Gervais School District 1

Code: **BDDH-AR**

Adopted: 4/14/92

Revised/Readopted: 7/15/93, 11/16/17, 10/17/19

Administrative change: 3/15/18

## Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please sign the public signup sheet upon arrival to the meeting. An individual that has sign up and has been invited to speak by the Board chair will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose will be allowed five minutes.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows:

Board policy BDDH - Public Comment at Board Meetings:

Comments Regarding Staff Members -

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaints-involving-a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, his/her supervisor and the Board."

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less.  
A spokesperson is limited to five minutes or less.**

# Monthly Administrator Report For Gervais School District Board

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**Date:** December 2019

**School:** GES

**Administrator:** Dr. Helms

## **1. Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**

- a. Acadience Reading (a series of short tests that assess early childhood literacy, K-5) Progress Monitoring assessments are giving teachers great data on student growth and achievement. In between the three main benchmark exams (September, January, and May), teachers are giving progress monitoring assessments to identified students. The progress monitoring assessment schedule and an example of an Acadience Data Report is shown as Appendix A. Teachers are using this data to inform their whole-class instruction and their small group/individual intervention strategies.
- b. Also being used to inform their whole-class instruction and their small group/individual intervention strategies are the reports from Imagine Learning (our individually adaptive digital language and literacy tool). Imagine Learning is new to us this year and we're seeing high levels of student engagement with it. An example of an Imagine Learning data report is shown as Appendix B.

## **2. Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**

- a. Student Spirit Assembly and \*new\* Bee Mascot reveal (12/16/19)
- b. 5<sup>th</sup>-Grade D.A.R.E. Graduation (12/18/19). Huge thanks to Officer Seibel and the GPD for bringing this program to GES this year.
- c. We celebrated School Custodian Appreciation Day on 12/4/19. Students wrote 'thank you' notes to Mr. Foster, Mr. Jirges, and Mr. Tarula, and staff was treated to a bountiful selection of confectionery.
- d. 12/20/19: Mismatch/Crazy Clothes Day at GES. During lunch recess, students will be able to buy bags of popcorn for 25-cents. Money will go towards our collective student morale fund. A personal donation from an anonymous source will subsidize any popcorn purchases for students who cannot afford to purchase a bag on their own.

## **3. Community Relations/Partnerships/Volunteers**

- a. GES has signed our Letter of Commitment with the Portland Metro STEM Hub, the South Metro-Salem STEM Hub to begin the important work of GES becoming a STE(A)M school (3-5 year process).
  - i. STE(A)M school Visits (to-date):
    1. 11/21/19: Quatama Elementary (Hillsboro), Dr. Helms + two teachers
    2. 12/12/19: McKinney Elementary School (Hillsboro), Dr. Helms + three teachers
    3. 12/13/19: Imlay Elementary School (Hillsboro), Dr. Helms + three teachers

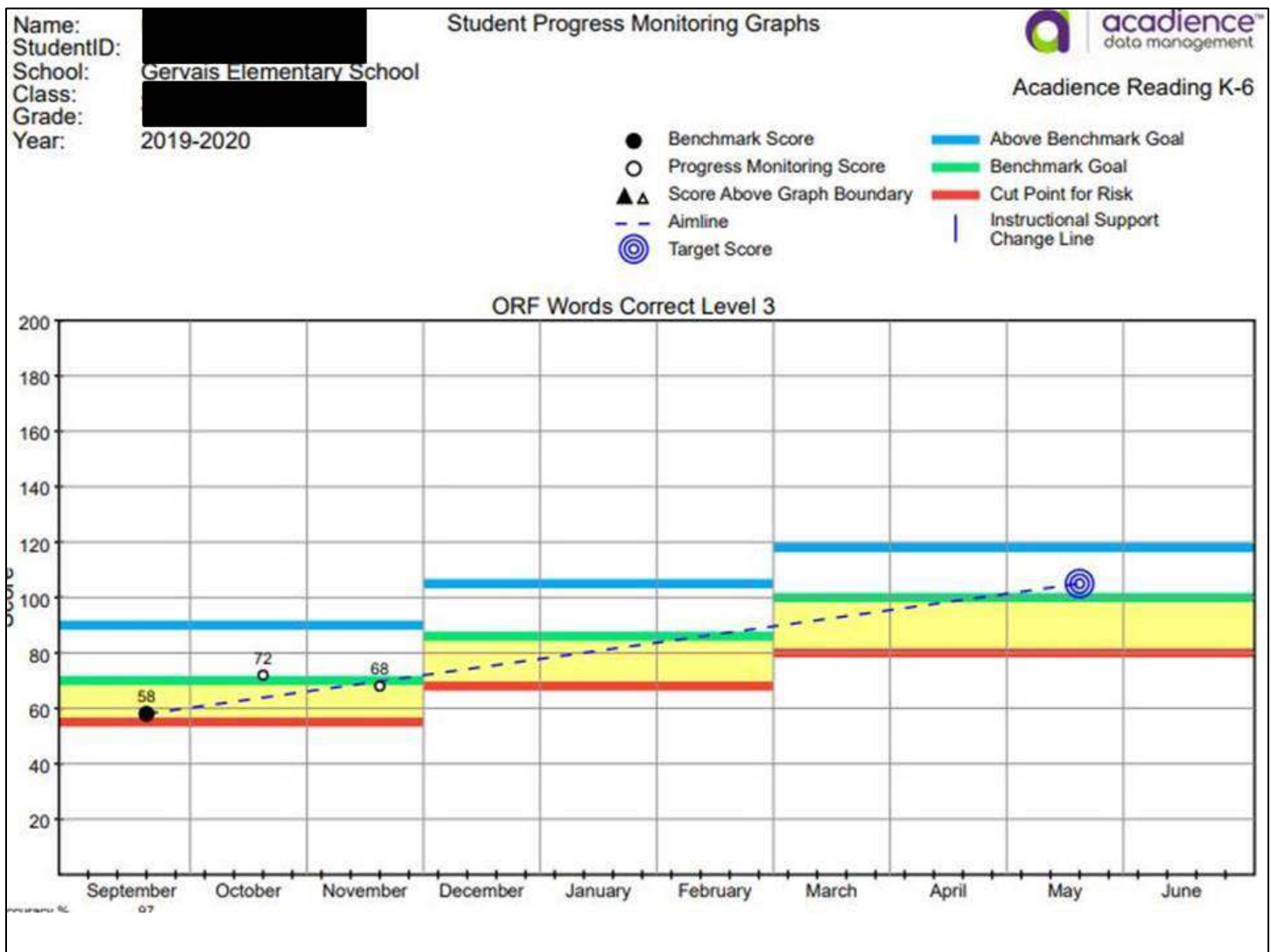
## **4. Staff Professional Development Trainings/Workshops/Conferences**

- a. Upcoming: Playworks Training (1/15/20); <https://www.playworks.org/>. The majority of classified staff will participate in this all-day training; licensed staff and admin will join them after student dismissal. Playworks helps schools make the most of recess through "best practice" training, consultative support, professional development, free resources, and more.

## **5. PBIS School Climate Data/Attendance and Discipline Data**

- a. Dr. Helms, Mrs. Gage, and Mr. Jimenez recently evaluated the Devereux Student Strengths Assessment (DESSA) SEL assessment results for all students, K-5. Students who received scores of concern were noted. If any student with a score of concern is not currently being supported by Mrs. Gage and/or Mr. Jimenez and their work, teachers were asked to provide more information and meetings are being set to discuss specific student support options. An example of a DESSA report is shown as Appendix C.

### Appendix A



### Appendix B

Curriculum Area	Lesson	Passed	Completed	Time Spent	Last Attempted ▾
Literacy	Book 172: Hannah and Sarah: Rockin' Any Challenge (960L)			29:54	12/5/2019
Oral Vocabulary	82: consists of, comment, reveal, series	✓	✓	12:37	12/5/2019
Grammar	36: Comparative Adjectives 2	✓	✓	3:38	12/3/2019
Oral Vocabulary	81: based on, process, error, influence	✓	✓	7:42	12/3/2019
Literacy	Book 171: Wonderboy (950L)	✓	✓	26:04	12/3/2019
Oral Vocabulary	80: communicate, setting, plot, average	✓	✓	14:23	12/2/2019
Grammar	35: Comparative Adjectives 1	✓	✓	4:08	12/2/2019
Grammar	34: Future Will Tense	✓	✓	4:10	11/20/2019
Literacy	Article 170: Volcano Erupts in Chile—Adv (960L)	✓	✓	15:44	11/20/2019
Oral Vocabulary	79: suggest, annual, evidence, event	✓	✓	9:34	11/19/2019

**Appendix C****Devereux Student Strengths Assessment (DESSA-mini)****(DESSA-mini: 1)****Group Profile Report**

<b>Record Form:</b>	DESSA-mini Form 1	<b>Program:</b>	WESD - Gervais School District
<b>Date:</b>	9/30/2019 to 10/3/2019	<b>Group:</b>	
<b>Site:</b>	Gervais Elementary School		
<b>Rater Names:</b>			
<b>Rating Periods:</b>	A: Fall 2019 DESSA Mini (GES)		

Name	Rating Date	Rating Period	Rater Name	Rater Contact	Social-Emotional Total
	09/30/2019	A		Teacher	55
	09/30/2019	A		Teacher	63
	09/30/2019	A		Teacher	38
	09/30/2019	A		Teacher	43
	09/30/2019	A		Teacher	53
	09/30/2019	A		Teacher	71
	09/30/2019	A		Teacher	51
	09/30/2019	A		Teacher	48
	09/30/2019	A		Teacher	41
	09/30/2019	A		Teacher	38
	09/30/2019	A		Teacher	61
	09/30/2019	A		Teacher	41
	09/30/2019	A		Teacher	61
	09/30/2019	A		Teacher	65
	09/30/2019	A		Teacher	48
	09/30/2019	A		Teacher	45
	09/30/2019	A		Teacher	46
	09/30/2019	A		Teacher	55
	09/30/2019	A		Teacher	59
	09/30/2019	A		Teacher	41
	09/30/2019	A		Teacher	59
	09/30/2019	A		Teacher	43

# Monthly Administrator Report to Board

**Gervais Middle School**

**December 2019**

**Bob Martin, principal**

## **I. Enrollment:** as of 11/30/2019

Total = 239 (-5 since 10/2019)

6<sup>th</sup> = 83

7<sup>th</sup> = 71

8<sup>th</sup> = 85

September 2019 = 250

October 2019 = 245

November 2019 = 244

December 2019 = 239

## **II. Discipline** (# of Student Behavioral Referrals)

*Classroom Referrals:* Month of November

Total (all three grades): 23

*Office Referrals:* Month of November

Total (all three grades): 16

## **III. Attendance**

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Sept.			95.42
Oct.			95.48
Nov.			95.02

**YTD Ave = 95.30%**

### **Regular Attenders\***

At the end of November 2019, our regular attender rate is at 84.42% which is way below where our attendance team would like it to be. Remedies will include letters and phone calls home to our chronically absent students; and fun Friday Activities which will be focused around attendance behaviors.

\* > 90% of enrolled days for the year

Note: This rate **does** include absences due to religious holidays

## **IV. Academic Highlights and Actions Supporting School Improvement & Student Learning:**

With the Thanksgiving Break, came the end of Trimester 1 and our first grading period. 99 GMS students will be attending an upcoming Blazer game because of their excellent grades – student's with straight A's will attend for free, and those with A's and B's will pay \$5 to attend the game. There will be a number of adult chaperones on the trip as well.

## **V. Staff and Student Recognition, Honors and Upcoming Events:**

The GMS Kiwanis Terrific Kids recognized at the December 10<sup>th</sup>, 2019 Kiwanis meeting was as follows: Addy Arnzen (8<sup>th</sup> grade), Zach Taylor (7<sup>th</sup> grade), and Madelaine Herrera (6<sup>th</sup> grade). These students were selected by the respective grade teams; GMS is very proud of our Terrific Kids, and we are happy to be involved in this program.

The Gervais Middle School Girls basketball teams are currently playing in a league of surrounding middle schools. Their season will end with the Holiday Break, and the boys' season will begin after students return in January 2020.

**VI. Career Related Learning/CTE Strand Development:**

Our afterschool programs have begun in earnest. LEGO robotics has already been meeting, and the remaining after school programs beginning later this month will be homework help, math support, Aguilas de Oro, drama club, arts & crafts, indoor soccer, and chess. Mr. Hill has already entered our team in a pre-season competition coming up December 14<sup>th</sup>.

GMS is currently discussing sponsoring a Girls Who Code club here during our afterschool programs; we want to be able to continue the good work that has begun at GES.

**VII. Community Relations/Partnerships/Volunteer News:**

December 6<sup>th</sup> was the Community Holiday Party held at Gervais Elementary School. A number of middle school students and parents volunteered their time to assist with the crafts and games that were taking place. The event was well attended and well-run. It appears that all were having a great time.

**VIII. Trainings/Workshops/Conferences:**

The GMS staff is going through the RULER training process during the school year; after staff has completed the training, students will be included in a classroom version next year. Principal Martin attended the Oregon Law Conference for Educators; the conference was held in Eugene Dec. 3, 4, and 5<sup>th</sup>. In conjunction with the Law Conference, Principal Martin attended the third installment of the New Principals Academy.

**IX. 8<sup>th</sup> Grade News:**

In order to participate in the promotion ceremony in June, 8<sup>th</sup> graders are required to pass all their core classes (math, science, language arts, and history). Students, who received any F's in the 1<sup>st</sup> Trimester, were offered a grade contract to bring up those grades to passing.

**X. Leadership News:**

RULER training and implementation is continuing at GMS; our staff has created a charter and this was finalized during the month of October. The RULER Team will be leading the staff through formal training the 3<sup>rd</sup> Wednesday of each month until the end of the year.

**XI. Special Education News:**

These are the most current Special Education population numbers for the Gervais School District

GES = 63

GMS = 27

GHS = 51

SBA = 6

# Monthly Administrator Report to Board

GHS

December 2019

## I. Enrollment

9<sup>th</sup> = 90      10<sup>th</sup> = 75      11<sup>th</sup> = 93      12<sup>th</sup> = 61      TOTAL = 319 (Decrease of 1 from Sept.)

## II. Discipline (# of Student Behavioral Referrals)

		<u>2016-17*</u>	<u>2017-18*</u>	<u>2018-19*</u>	
Totals		185	57	39	
	<u>2019-20</u>				<u>Total</u>
September	1	(15, 7, 1 during September in the three prior years)			1
October	1	(18, 6, 9 during October in the three previous years)			2
November	6	(18, 5, 2 during November in the three previous years)			8
December					
January					
February					
March					
April					
May					
June					

## III. Attendance

		<u>2018-19</u>	
Average	92.46%		Regular Attender = 74%
		<u>2019-20</u>	
Average	September 94.17%		Regular Attender = 80.31%
	October 94.57%		81.88%
	November 94.44%		80.37%
	December		
	January		
	February		
	March		
	April		
	May		
	June		

## IV. Academic Highlights and Actions Supporting School Improvement & Student Learning:

- We are in process of hiring a new Math teacher to work with students, primarily juniors, in an intervention setting. We have created four SBAC readiness classes for juniors. We anticipate that this person will also work with sophomores in Math during our 3<sup>rd</sup> trimester.
- Dec. 2<sup>nd</sup> marked the beginning of trimester #2. This transition time had a few hiccups as many students requested changes at the last minute and we made a few of our own (see above), but Sara was able to get student schedules accurate by Dec. 2<sup>nd</sup>.

- Sara Broadhurst is our new TAG coordinator and 504 coordinator. Sara attended a TAG training at the ESD on Nov. 12.
- Grant Funderburg is the new building testing coordinator for GHS.
- Samantha Palmer and Ryan Figura, both new teachers, will be sharing our Drama advisor position for this year.

#### **V. Staff and Student Recognition, Honors and Upcoming Events:**

- FFA Food Drive (12/8 – 12/20; Students vs. Staff)
- Excellent student monthly attendance continues to be recognized
- Winter sports seasons have begun (Girls BxB, Boy BxB, Wrestling)

#### **VI. Career Related Learning/CTE Strand Development**

- Lindsay McCargar is taking the lead in building an apprenticeship program at GHS
- A number of our CTE teachers recently attended a conference / training in Anaheim, thanks to funding from the Mid-Willamette Education Consortium (MWEC)

#### **VII. Community Relations/Partnerships**

- THE FFA alumni group continue to plan for this spring's dinner / auction.

#### **VIII. Trainings/Workshops/Conferences**

- GHS/GMS staff met on 12/11 to continue improvement strategies related to the language development of our students.
- Andrew continues to represent us at Willamette Curriculum Coalition meetings, as well as at the WESD level for attendance issues.
- Sean Aker, from the WESD, met with GMS/GHS staff on 12/11 to share about the importance of student attendance.

#### **IX. Senior News**

- Stay tuned. We are starting to hear about initial college acceptances.

#### **X. Leadership News**

-

#### **XI. AVID News**

-

Come visit any time.

Ken

# **Monthly Administrator Report For** **Gervais School District Board**

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**Date:**

**School:**

**Administrator: S. Valentine-Garcia**

## **1. Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**

This year, SBA students have a 1<sup>st</sup> period class and a math class at GHS. Special Education students all have an academic support class at GHS. Our ELL student has an ELL class at GHS.

Instructional staff are contacting parents/guardians daily if their child is not in their first period class to discuss attendance expectations and supports.

SBA students have completed 81 classes so far this year.

## **2. Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**

We are planning our Trimester 1 celebration to recognize improvement of individual students as well as overall improvement of the school. Areas of recognition will include improvement in attendance, academics, perseverance, as well as citizenship and leadership.

## **3. Community Relations/Partnerships/Volunteers**

We continue to work with Marion County Health Department to provide support for our parenting teens.

SBA students continue to volunteer at our community events. We have some scheduled to volunteer at the Winter Festival on December 6<sup>th</sup>. They will be helping with setting up for the event and with activities for the children.

## **4. Staff Professional Development Trainings/Workshops/Conferences**

SBA staff are working as a PLC to review student attendance and course completion data to create individualized supports for student success.

## **5. School Climate Data/Attendance and Discipline Data...Other**

Attendance for November was down a bit at 89.26%. We will be looking at reasons for that at our next PLC/staff meeting.

## Technology Board Report – December, 2019

### **Permanent A/V Systems for All Gyms:**

The GHS A/V system installation is complete and working very well. This was a much needed and welcome upgrade for the high school. The GMS and GES gyms would also greatly benefit from similar systems. I am in the process of renewing the quotes given for those two gyms back in August.

### **Other:**

The BERT installation that is a component of the Johnson Controls project ran into issues. The devices sit between our electrical appliances and the power outlet and are designed to cut electricity to the devices when they have down time (nights and weekends). They were deployed district-wide and they were supposed to just sit for a couple months and “learn” (report to a server) when the periods of non-use are before they actually start controlling electrical access. Unfortunately they had a problem where they were shutting off power on their own which was a big disruption to instruction when Chromebooks were unable to charge and LCD projectors wouldn’t turn on. The BERT contractor is now collecting all the BERTs and will return them in the new year, after they have been reprogrammed and fully tested.

It looks like we may have some funding through E-Rate to do some network upgrades for redundancy/failover and security (next gen firewall). I am working with our network contractor to develop an upgrade plan.

**Gervais School Board Meeting  
December 19  
Maintenance Report**



Contact Information:

Email – [tony\\_miller@gervais.k12.or.us](mailto:tony_miller@gervais.k12.or.us) or  
[gustavo\\_munoz@gervais.k12.or.us](mailto:gustavo_munoz@gervais.k12.or.us)

### High School

Completed projects:

- Johnson Control installed the new boilers during Thanksgiving Break
- Lift station electrics have been improved, the wiring has been moved to above ground
- South East Door fixed, door weren't shutting properly

Ongoing projects:

- Steve, Gus and I are still working on the air exchangers

### Middle School

Completed projects:

- Fixed doors to middle school gym, doors weren't shutting properly

Current projects:

- Possible sidewalk from the main modular to the 8<sup>th</sup> grade modulars. We are still receiving bids for this project (This will probably be a summer project)

### Elementary School

Completed projects:

- Hot water is up and going in kitchen bathroom
- Exterminator came out this month to spray and take care of bee's nest in RM 10

Current Projects:

- Measuring for the gym curtain has taken place, and we are hoping to have that installed during Christmas Break

### Other Areas

Daycare-

Completed projects:

- Repaired missing shingles on roof, roof will eventually need to be replaced
- Replaced the filters, cleaned and lubricated all heaters and AC unit's

# Gervais School District Food Service

December 2019 School Board  
Presentation

# Fueling Students for Success

## Student Success Act in School Nutrition Programs

- Improve student access to meals
  - Breakfast After the Bell
  - Breakfasts and lunches at no charge
- Take effect July 1, 2020



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# Breakfast After the Bell

- Applies to schools with 70% of students eligible for free and reduced price meals
- Breakfast served after the school day starts
- All students have access regardless of grade or schedule
- Up to \$5,000 for equipment to support change
- Exempt: 70% of Free and Reduced price students eating
- Affected: Estimated 465 schools and 178,000 students



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# Breakfast After the Bell Approaches

Grab and Go

Served in Cafeteria, eaten in Classroom

Served and eaten in Cafeteria

Hallway cart service, eaten in Classroom

Mid-morning break in schedule

Before Bell and liberal access after the bell

# Gervais Current Practice

**Gervais Elementary School:** Meals received and eaten in the cafeteria before the start of school.

**Gervais Middle School:** Grab & Go from table in the hallway or gym.

**Gervais High School:** 2<sup>nd</sup> Chance Breakfast after 1<sup>st</sup> period.

**Samuel Brown Academy:** Comes to the cafeteria during GHS's 2<sup>nd</sup> chance breakfast.

**Pre-School:** Served & Eaten in Cafeteria. Stays until they have finished, which is after the start of the day.

# Participation Comparison

- Oregon Average:
- Breakfast: 23%      Lunch: 46%
- Gervais SD Average (using October membership & meal counts)
- Breakfast:                      Lunch:
- GES: 61%                      87%
- GMS: 53%                      89%
- GHS: 60%                      85%

- **Meals At No Cost For Most Students**  
SSA funds are being used to increase reimbursement rates

Oregon has increased the poverty rate to 186-300%.  
This makes more eligible for Free & Reduced Meals

Increase Reimbursement from the federal rate up to  
90%

GES & Pre-K Reimbursement Rate: 78.85%  
GMS,GHS & SBA Reimbursement Rate: 66.43

**Gervais School Board Meeting****December 19, 2019**

Business Manager Report

Contact Information:

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Phone - 503.792.3803 ext. 5020

**Areas identified as potential risk at Gervais High School during a walk-through with the district's insurance agent**

Those present: Dandy Stevens, Nate Cortez, Jenny Jones, Tony Miller, Gus Munoz, and Melissa Wolfer

Minor (Low probability of injury or property damage): 3 items

- Put guards around all unprotected lights, make sure food or used food items are properly stored, and a germicidal cabinet should be used to sterilize safety glasses.

Moderate (Could result in moderate injury or property damage):

- Inspect and document inspection of fire extinguishers monthly. Fire extinguisher in kitchen should be more accessible.
- Inspect, repair, and sanitize gym upholstery and mats.
- Make sure all items on top shelves are at least 24 inches from the ceiling.
- Eyewash and shower station in science rooms should be inspected according to manufacturer guidelines and flushed weekly.
- In the science rooms the chemical inventory should be conducted at least once a year and items clearly marked, housekeeping needs to be improved, and the safety data sheets should be more readily available.
- Animals should be removed from classrooms.
- Decorative lights pose a fire hazard.
- Grinder guards and wheel adjustment are needed for the equipment in the metal shop.

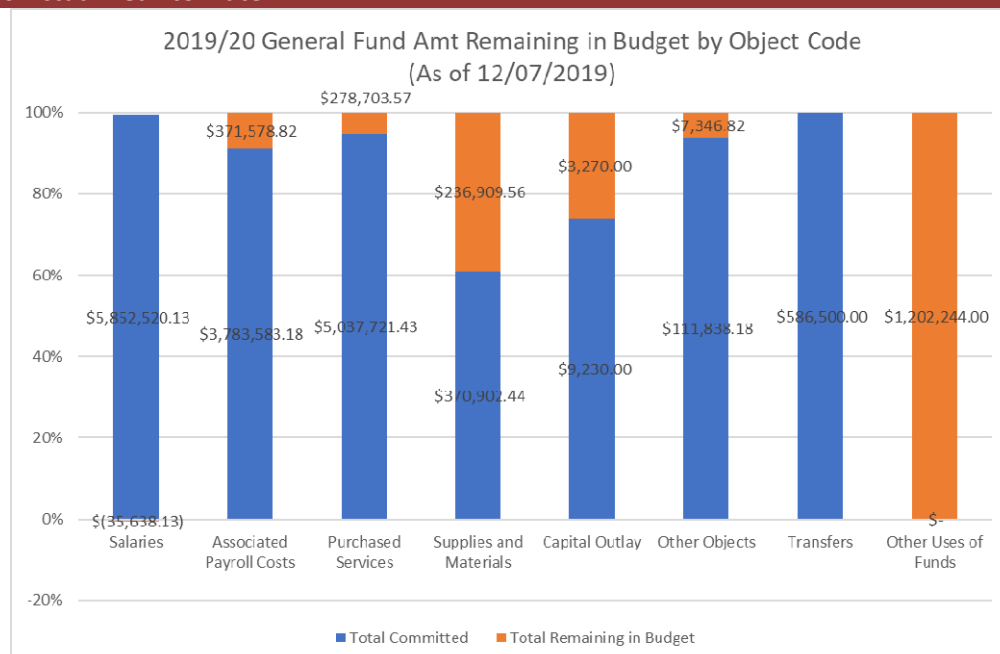
Major (Imminent danger or potential for serious injury or extensive property damage):

- Some of the personal appliances are not commercial grade.
- Classroom windows should remain uncovered except during a security lock down.
- On the stage and metal shop, the electrical panels need to have direct access and 36 inches of clear space.
- Multiple instances of daisy chaining of power strips.
- Excessive interior decorations.

The team is already working on correcting these areas and a walk-through of the middle school and high school campuses is scheduled in January.

**Future meetings**

- Verbal report from auditor

**2019-20 Budget vs Actual Year-to-Date**

## Gervais School District #1

## Copy of -Budget Summary - All Funds For the Period 11/01/2019 through 11/30/2019

Fiscal Year: 2019-2020

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
<b>INCOME</b>							
-							
Local Sources (+)	\$3,928,785.00	\$2,551,687.27	\$2,974,945.02	\$953,839.98	\$0.00	\$953,839.98	24.3%
State Sources (+)	\$13,105,088.00	\$1,063,769.00	\$6,407,824.60	\$6,697,263.40	\$0.00	\$6,697,263.40	51.1%
Federal Sources (+)	\$1,640,005.00	\$31,503.11	\$156,602.85	\$1,483,402.15	\$0.00	\$1,483,402.15	90.5%
Transfers (+)	\$586,500.00	\$0.00	\$586,500.00	\$0.00	\$0.00	\$0.00	0.0%
Other (+)	\$4,970,347.00	\$0.00	\$5,343,393.24	(\$373,046.24)	\$0.00	(\$373,046.24)	-7.5%
Sub-total : -	\$24,230,725.00	\$3,646,959.38	\$15,469,265.71	\$8,761,459.29	\$0.00	\$8,761,459.29	36.2%
<b>Total : INCOME</b>	\$24,230,725.00	\$3,646,959.38	\$15,469,265.71	\$8,761,459.29	\$0.00	\$8,761,459.29	36.2%
<b>EXPENSES</b>							
-							
Instruction (-)	\$11,604,066.00	\$927,958.05	\$3,955,322.80	\$7,648,743.20	\$7,127,391.27	\$521,351.93	4.5%
Support Services (-)	\$6,868,900.00	\$533,732.82	\$2,125,758.25	\$4,743,141.75	\$3,306,478.48	\$1,436,663.27	20.9%
Enterprise & Community (-)	\$956,635.00	\$70,230.31	\$228,487.99	\$728,147.01	\$522,017.14	\$206,129.87	21.5%
Facilities Acquisition (-)	\$1,725,000.00	\$135,023.53	\$177,300.52	\$1,547,699.48	\$1,313,367.68	\$234,331.80	13.6%
Transfers (-)	\$586,500.00	\$0.00	\$586,500.00	\$0.00	\$0.00	\$0.00	0.0%
Debt Service (-)	\$1,287,380.00	\$51,902.12	\$51,902.12	\$1,235,477.88	\$1,085,427.75	\$150,050.13	11.7%
Contingency (-)	\$1,202,244.00	\$0.00	\$0.00	\$1,202,244.00	\$0.00	\$1,202,244.00	100.0%
Sub-total : -	(\$24,230,725.00)	(\$1,718,846.83)	(\$7,125,271.68)	(\$17,105,453.32)	(\$13,354,682.32)	(\$3,750,771.00)	15.5%
<b>Total : EXPENSES</b>	(\$24,230,725.00)	(\$1,718,846.83)	(\$7,125,271.68)	(\$17,105,453.32)	(\$13,354,682.32)	(\$3,750,771.00)	15.5%
<b>NET ADDITION/(DEFICIT)</b>	\$0.00	\$1,928,112.55	\$8,343,994.03	(\$8,343,994.03)	(\$13,354,682.32)	\$5,010,688.29	0.0%

End of Report

Operating Statement with Encumbrance

# Gervais School District #1

## Board Revenue - All Funds

From Date: 11/1/2019

To Date: 11/30/2019

Fiscal Year: 2019-2020

☐ 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	SUMMARY	(\$17,701,710.00)	(\$3,500,047.04)	(\$11,669,043.23)	(\$6,032,666.77)	\$0.00	(\$6,032,666.77)	34.08%
100.0000.0000.100.000.000	SUMMARY	(\$40,000.00)	(\$2,260.00)	(\$9,425.00)	(\$30,575.00)	\$0.00	(\$30,575.00)	76.44%
100.0000.0000.150.000.000	SUMMARY	(\$75,000.00)	(\$8,949.83)	(\$33,469.31)	(\$41,530.69)	\$0.00	(\$41,530.69)	55.37%
202.0000.0000.000.000.000	SUMMARY	(\$50,000.00)	\$0.00	(\$50,000.00)	\$0.00	\$0.00	\$0.00	0.00%
204.0000.0000.000.000.000	SUMMARY	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
204.0000.0000.400.000.000	SUMMARY	(\$250,000.00)	\$0.00	(\$23,932.60)	(\$226,067.40)	\$0.00	(\$226,067.40)	90.43%
207.0000.0000.000.000.000	SUMMARY	(\$40,000.00)	\$0.00	(\$9,310.50)	(\$30,689.50)	\$0.00	(\$30,689.50)	76.72%
208.0000.0000.150.000.000	SUMMARY	(\$22,000.00)	\$0.00	\$0.00	(\$22,000.00)	\$0.00	(\$22,000.00)	100.00%
211.0000.0000.000.000.000	SUMMARY	(\$396,520.00)	(\$26,568.88)	(\$26,568.88)	(\$369,951.12)	\$0.00	(\$369,951.12)	93.30%
212.0000.0000.000.000.000	SUMMARY	(\$40,000.00)	\$0.00	\$0.00	(\$40,000.00)	\$0.00	(\$40,000.00)	100.00%
216.0000.0000.400.000.000	SUMMARY	(\$7,500.00)	\$0.00	\$0.00	(\$7,500.00)	\$0.00	(\$7,500.00)	100.00%
218.0000.0000.000.000.000	SUMMARY	(\$251,075.00)	\$0.00	\$0.00	(\$251,075.00)	\$0.00	(\$251,075.00)	100.00%
219.0000.0000.000.000.000	SUMMARY	(\$100,000.00)	\$0.00	(\$47,215.61)	(\$52,784.39)	\$0.00	(\$52,784.39)	52.78%
232.0000.0000.000.000.000	SUMMARY	(\$1,500.00)	\$0.00	(\$5,819.74)	\$4,319.74	\$0.00	\$4,319.74	-287.98%
232.0000.0000.100.000.000	SUMMARY	(\$12,200.00)	\$0.00	(\$1,687.14)	(\$10,512.86)	\$0.00	(\$10,512.86)	86.17%
232.0000.0000.300.000.000	SUMMARY	(\$300.00)	\$0.00	(\$283.28)	(\$16.72)	\$0.00	(\$16.72)	5.57%
232.0000.0000.400.000.000	SUMMARY	(\$37,150.00)	\$0.00	(\$10,600.81)	(\$26,549.19)	\$0.00	(\$26,549.19)	71.46%
232.0000.0000.800.000.000	SUMMARY	(\$300.00)	\$0.00	(\$300.00)	\$0.00	\$0.00	\$0.00	0.00%
233.0000.0000.000.000.000	SUMMARY	(\$37,000.00)	(\$1,279.01)	(\$1,279.01)	(\$35,720.99)	\$0.00	(\$35,720.99)	96.54%
240.0000.0000.000.000.000	SUMMARY	(\$363,500.00)	(\$1,402.33)	(\$246,737.65)	(\$116,762.35)	\$0.00	(\$116,762.35)	32.12%
241.0000.0000.000.000.000	SUMMARY	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
242.0000.0000.000.000.000	SUMMARY	(\$250,000.00)	(\$1,626.26)	(\$246,506.14)	(\$3,493.86)	\$0.00	(\$3,493.86)	1.40%
243.0000.0000.000.000.000	SUMMARY	(\$1,900,000.00)	\$0.00	(\$1,585,165.06)	(\$314,834.94)	\$0.00	(\$314,834.94)	16.57%
250.0000.0000.000.000.000	SUMMARY	(\$879,910.00)	(\$772.60)	(\$198,414.96)	(\$681,495.04)	\$0.00	(\$681,495.04)	77.45%
250.0000.0000.100.000.000	SUMMARY	(\$25,000.00)	(\$2,670.33)	(\$2,670.33)	(\$22,329.67)	\$0.00	(\$22,329.67)	89.32%
250.0000.0000.300.000.000	SUMMARY	(\$10,000.00)	(\$984.89)	(\$984.89)	(\$9,015.11)	\$0.00	(\$9,015.11)	90.15%
261.0000.0000.000.000.000	SUMMARY	(\$38,500.00)	\$0.00	(\$38,377.63)	(\$122.37)	\$0.00	(\$122.37)	0.32%
261.0000.0000.400.000.000	SUMMARY	(\$179,000.00)	(\$100.00)	(\$159,549.77)	(\$19,450.23)	\$0.00	(\$19,450.23)	10.87%
262.0000.0000.000.000.000	SUMMARY	(\$10,000.00)	\$0.00	(\$10,918.66)	\$918.66	\$0.00	\$918.66	-9.19%
262.0000.0000.300.000.000	SUMMARY	(\$37,000.00)	\$0.00	(\$37,000.00)	\$0.00	\$0.00	\$0.00	0.00%
270.0000.0000.100.000.000	SUMMARY	(\$500.00)	\$0.00	(\$636.85)	\$136.85	\$0.00	\$136.85	-27.37%
270.0000.0000.300.000.000	SUMMARY	(\$4,000.00)	\$0.00	(\$655.15)	(\$3,344.85)	\$0.00	(\$3,344.85)	83.62%
275.0000.0000.400.000.000	SUMMARY	(\$13,000.00)	(\$153.00)	(\$7,373.84)	(\$5,626.16)	\$0.00	(\$5,626.16)	43.28%
279.0000.0000.000.000.000	SUMMARY	(\$3,500.00)	(\$235.00)	(\$1,581.27)	(\$1,918.73)	\$0.00	(\$1,918.73)	54.82%
279.0000.0000.100.000.000	SUMMARY	(\$34,350.00)	(\$2,032.80)	(\$29,994.48)	(\$4,355.52)	\$0.00	(\$4,355.52)	12.68%
279.0000.0000.300.000.000	SUMMARY	(\$27,150.00)	(\$7,286.93)	(\$21,533.33)	(\$5,616.67)	\$0.00	(\$5,616.67)	20.69%
280.0000.0000.400.000.000	SUMMARY	(\$79,500.00)	(\$4,763.31)	(\$72,792.26)	(\$6,707.74)	\$0.00	(\$6,707.74)	8.44%
280.0000.0000.800.000.000	SUMMARY	(\$500.00)	\$0.00	(\$399.75)	(\$100.25)	\$0.00	(\$100.25)	20.05%
295.0000.0000.000.000.000	SUMMARY	(\$20,000.00)	\$0.00	(\$6,834.67)	(\$13,165.33)	\$0.00	(\$13,165.33)	65.83%
300.0000.0000.000.000.000	SUMMARY	(\$5,000.00)	\$0.00	(\$4,274.62)	(\$725.38)	\$0.00	(\$725.38)	14.51%
312.0000.0000.000.000.000	SUMMARY	(\$244,500.00)	\$0.00	(\$245,916.80)	\$1,416.80	\$0.00	\$1,416.80	-0.58%
313.0000.0000.000.000.000	SUMMARY	(\$1,013,560.00)	(\$85,827.17)	(\$655,628.50)	(\$357,931.50)	\$0.00	(\$357,931.50)	35.31%
400.0000.0000.000.000.000	SUMMARY	(\$10,000.00)	\$0.00	(\$6,383.99)	(\$3,616.01)	\$0.00	(\$3,616.01)	36.16%
<b>Grand Total:</b>		(\$24,230,725.00)	(\$3,646,959.38)	(\$15,469,265.71)	(\$8,761,459.29)	\$0.00	(\$8,761,459.29)	36.16%

End of Report

## Gervais School District #1

## Board Expense Report- All Funds

From Date: 11/1/2019

To Date: 11/30/2019

Fiscal Year: 2019-2020

☐ 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
100.1000.0100.000.000.000	Salaries	\$3,775,393.00	\$326,133.96	\$970,028.68	\$2,805,364.32	\$2,893,415.74	(\$88,051.42)	-2.33%
204.1000.0100.000.000.000	Salaries	\$39,500.00	\$6,881.75	\$20,396.11	\$19,103.89	\$53,699.20	(\$34,595.31)	-87.58%
208.1000.0100.000.000.000	Salaries	\$3,000.00	\$1,375.15	\$1,535.47	\$1,464.53	\$0.00	\$1,464.53	48.82%
211.1000.0100.000.000.000	Salaries	\$130,455.00	\$8,793.04	\$26,836.45	\$103,618.55	\$78,618.53	\$25,000.02	19.16%
218.1000.0100.000.000.000	Salaries	\$84,400.00	\$8,311.40	\$25,006.02	\$59,393.98	\$74,802.52	(\$15,408.54)	-18.26%
219.1000.0100.000.000.000	Salaries	\$27,825.00	\$387.32	\$16,324.70	\$11,500.30	\$3,357.09	\$8,143.21	29.27%
233.1000.0100.000.000.000	Salaries	\$7,400.00	\$615.82	\$1,847.46	\$5,552.54	\$5,542.38	\$10.16	0.14%
261.1000.0100.000.000.000	Salaries	\$99,750.00	\$14,251.25	\$39,286.47	\$60,463.53	\$59,901.76	\$561.77	0.56%
262.1000.0100.000.000.000	Salaries	\$24,000.00	\$2,040.68	\$12,460.68	\$11,539.32	\$7,598.00	\$3,941.32	16.42%
100.2000.0100.000.000.000	Salaries	\$2,041,489.00	\$162,329.27	\$742,447.96	\$1,299,041.04	\$1,246,627.75	\$52,413.29	2.57%
204.2000.0100.000.000.000	Salaries	\$4,850.00	\$1,438.88	\$4,136.64	\$713.36	\$12,576.67	(\$11,863.31)	-244.60%
207.2000.0100.000.000.000	Salaries	\$8,000.00	\$683.33	\$1,966.66	\$6,033.34	\$4,783.34	\$1,250.00	15.63%
208.2000.0100.000.000.000	Salaries	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
211.2000.0100.000.000.000	Salaries	\$21,775.00	\$2,027.17	\$7,735.17	\$14,039.83	\$13,614.94	\$424.89	1.95%
212.2000.0100.000.000.000	Salaries	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
218.2000.0100.000.000.000	Salaries	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
219.2000.0100.000.000.000	Salaries	\$30,000.00	\$300.20	\$1,402.93	\$28,597.07	\$2,094.48	\$26,502.59	88.34%
232.2000.0100.000.000.000	Salaries	\$0.00	\$295.64	\$1,850.88	(\$1,850.88)	\$0.00	(\$1,850.88)	0.00%
211.3000.0100.000.000.000	Salaries	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	100.00%
250.3000.0100.000.000.000	Salaries	\$217,050.00	\$18,189.03	\$66,719.07	\$150,330.93	\$146,956.11	\$3,374.82	1.55%
	OBJECT: Salaries - 0100	\$6,522,487.00	\$554,053.89	\$1,939,981.35	\$4,582,505.65	\$4,603,588.51	(\$21,082.86)	-0.32%
100.1000.0200.000.000.000	Associated Payroll Costs	\$2,694,246.00	\$215,474.74	\$636,956.25	\$2,057,289.75	\$1,904,393.34	\$152,896.41	5.67%
204.1000.0200.000.000.000	Associated Payroll Costs	\$33,175.00	\$3,997.29	\$11,914.18	\$21,260.82	\$33,293.47	(\$12,032.65)	-36.27%
208.1000.0200.000.000.000	Associated Payroll Costs	\$1,150.00	\$365.27	\$422.09	\$727.91	\$0.00	\$727.91	63.30%
211.1000.0200.000.000.000	Associated Payroll Costs	\$116,010.00	\$7,955.35	\$24,286.57	\$91,723.43	\$71,647.99	\$20,075.44	17.30%
218.1000.0200.000.000.000	Associated Payroll Costs	\$60,450.00	\$5,560.68	\$16,705.23	\$43,744.77	\$50,025.16	(\$6,280.39)	-10.39%
219.1000.0200.000.000.000	Associated Payroll Costs	\$13,650.00	\$372.20	\$6,060.60	\$7,589.40	\$3,300.17	\$4,289.23	31.42%
233.1000.0200.000.000.000	Associated Payroll Costs	\$7,975.00	\$662.38	\$1,987.49	\$5,987.51	\$5,960.35	\$27.16	0.34%
261.1000.0200.000.000.000	Associated Payroll Costs	\$40,525.00	\$4,296.65	\$11,945.30	\$28,579.70	\$23,293.43	\$5,286.27	13.04%
262.1000.0200.000.000.000	Associated Payroll Costs	\$8,700.00	\$706.74	\$2,993.32	\$5,706.68	\$2,662.48	\$3,044.20	34.99%
100.2000.0200.000.000.000	Associated Payroll Costs	\$1,460,916.00	\$106,045.78	\$470,809.24	\$990,106.76	\$771,217.95	\$218,888.81	14.98%
204.2000.0200.000.000.000	Associated Payroll Costs	\$6,215.00	\$787.10	\$2,347.08	\$3,867.92	\$7,045.27	(\$3,177.35)	-51.12%
207.2000.0200.000.000.000	Associated Payroll Costs	\$2,975.00	\$198.14	\$588.88	\$2,386.12	\$1,386.52	\$999.60	33.60%
208.2000.0200.000.000.000	Associated Payroll Costs	\$1,250.00	\$1.34	\$1.50	\$1,248.50	\$0.00	\$1,248.50	99.88%
211.2000.0200.000.000.000	Associated Payroll Costs	\$15,485.00	\$1,132.03	\$4,307.67	\$11,177.33	\$8,316.34	\$2,860.99	18.48%
212.2000.0200.000.000.000	Associated Payroll Costs	\$160.00	\$0.00	\$0.00	\$160.00	\$0.00	\$160.00	100.00%
218.2000.0200.000.000.000	Associated Payroll Costs	\$1,600.00	\$7.91	\$23.78	\$1,576.22	\$71.00	\$1,505.22	94.08%
219.2000.0200.000.000.000	Associated Payroll Costs	\$14,700.00	\$178.35	\$711.46	\$13,988.54	\$1,407.14	\$12,581.40	85.59%
232.2000.0200.000.000.000	Associated Payroll Costs	\$0.00	\$106.08	\$619.66	(\$619.66)	\$0.00	(\$619.66)	0.00%
233.2000.0200.000.000.000	Associated Payroll Costs	\$500.00	\$0.60	\$1.81	\$498.19	\$5.49	\$492.70	98.54%
250.2000.0200.000.000.000	Associated Payroll Costs	\$1,000.00	\$16.91	\$62.60	\$937.40	\$135.77	\$801.63	80.16%
211.3000.0200.000.000.000	Associated Payroll Costs	\$625.00	\$0.00	\$0.00	\$625.00	\$0.00	\$625.00	100.00%
250.3000.0200.000.000.000	Associated Payroll Costs	\$203,935.00	\$13,533.65	\$47,302.46	\$156,632.54	\$114,912.99	\$41,719.55	20.46%
	OBJECT: Associated Payroll Costs - 0200	\$4,685,242.00	\$361,399.19	\$1,240,047.17	\$3,445,194.83	\$2,999,074.86	\$446,119.97	9.52%
100.1000.0300.000.000.000	Purchased Services	\$3,672,800.00	\$279,355.31	\$1,867,068.40	\$1,805,731.60	\$1,813,236.84	(\$7,505.24)	-0.20%
204.1000.0300.000.000.000	Purchased Services	\$66,260.00	\$235.00	\$235.00	\$66,025.00	\$455.00	\$65,570.00	98.96%
208.1000.0300.000.000.000	Purchased Services	\$500.00	\$0.00	\$5,997.00	(\$5,497.00)	\$0.00	(\$5,497.00)	-1099.40%
211.1000.0300.000.000.000	Purchased Services	\$16,000.00	\$0.00	\$75.00	\$15,925.00	\$5,575.00	\$10,350.00	64.69%
218.1000.0300.000.000.000	Purchased Services	\$11,500.00	\$1,023.04	\$1,860.54	\$9,639.46	\$10,205.00	(\$565.54)	-4.92%

# Gervais School District #1

Agenda Item 12-19-5.3.5

## Board Expense Report- All Funds

From Date: 11/1/2019

To Date: 11/30/2019

Fiscal Year: 2019-2020

☐ 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
219.1000.0300.000.000.000	Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	(\$1,500.00)	0.00%
233.1000.0300.000.000.000	Purchased Services	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
261.1000.0300.000.000.000	Purchased Services	\$22,850.00	\$830.43	\$13,578.07	\$9,271.93	\$3,451.60	\$5,820.33	25.47%
262.1000.0300.000.000.000	Purchased Services	\$3,500.00	\$33.00	\$1,722.00	\$1,778.00	\$1,000.00	\$778.00	22.23%
100.2000.0300.000.000.000	Purchased Services	\$1,643,625.00	\$199,335.21	\$460,213.06	\$1,183,411.94	\$922,912.16	\$260,499.78	15.85%
204.2000.0300.000.000.000	Purchased Services	\$10,000.00	\$0.00	\$1,884.00	\$8,116.00	\$0.00	\$8,116.00	81.16%
207.2000.0300.000.000.000	Purchased Services	\$9,125.00	\$383.39	\$1,192.49	\$7,932.51	\$675.00	\$7,257.51	79.53%
208.2000.0300.000.000.000	Purchased Services	\$2,700.00	\$0.00	\$27.26	\$2,672.74	\$0.00	\$2,672.74	98.99%
211.2000.0300.000.000.000	Purchased Services	\$30,500.00	\$0.00	\$3,610.37	\$26,889.63	\$13,150.00	\$13,739.63	45.05%
212.2000.0300.000.000.000	Purchased Services	\$24,000.00	\$0.00	\$700.00	\$23,300.00	\$4,250.00	\$19,050.00	79.38%
218.2000.0300.000.000.000	Purchased Services	\$59,750.00	\$0.00	\$2,122.00	\$57,628.00	\$43,633.80	\$13,994.20	23.42%
219.2000.0300.000.000.000	Purchased Services	\$4,500.00	\$0.00	\$3,529.08	\$970.92	\$970.92	\$0.00	0.00%
232.2000.0300.000.000.000	Purchased Services	\$11,150.00	\$0.00	\$169.16	\$10,980.84	\$0.00	\$10,980.84	98.48%
233.2000.0300.000.000.000	Purchased Services	\$12,725.00	\$0.00	\$402.62	\$12,322.38	\$1,581.50	\$10,740.88	84.41%
241.2000.0300.000.000.000	Purchased Services	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
243.2000.0300.000.000.000	Purchased Services	\$50,000.00	\$23,909.00	\$93,743.80	(\$43,743.80)	\$41,259.00	(\$85,002.80)	-170.01%
261.2000.0300.000.000.000	Purchased Services	\$20,000.00	\$2,581.86	\$7,533.02	\$12,466.98	\$12,466.98	\$0.00	0.00%
262.2000.0300.000.000.000	Purchased Services	\$5,000.00	\$1,254.82	\$2,267.87	\$2,732.13	\$2,732.13	\$0.00	0.00%
295.2000.0300.000.000.000	Purchased Services	\$5,000.00	\$0.00	\$1,896.04	\$3,103.96	\$0.00	\$3,103.96	62.08%
400.2000.0300.000.000.000	Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$1,838.88	(\$1,838.88)	0.00%
211.3000.0300.000.000.000	Purchased Services	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
232.3000.0300.000.000.000	Purchased Services	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00	(\$2,500.00)	0.00%
250.3000.0300.000.000.000	Purchased Services	\$30,075.00	\$2,794.48	\$12,714.97	\$17,360.03	\$15,027.16	\$2,332.87	7.76%
243.4000.0300.000.000.000	Purchased Services	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	\$0.00	(\$10,000.00)	0.00%
	OBJECT: Purchased Services - 0300	\$5,723,560.00	\$511,735.54	\$2,495,041.75	\$3,228,518.25	\$2,895,920.97	\$332,597.28	5.81%
100.1000.0400.000.000.000	Supplies & Materials	\$241,757.00	\$15,399.52	\$99,490.22	\$142,266.78	\$7,725.44	\$134,541.34	55.65%
202.1000.0400.000.000.000	Supplies & Materials	\$50,000.00	\$0.00	\$49,863.50	\$136.50	\$0.00	\$136.50	0.27%
204.1000.0400.000.000.000	Supplies & Materials	\$90,000.00	\$1,680.30	\$11,582.98	\$78,417.02	\$2,089.49	\$76,327.53	84.81%
208.1000.0400.000.000.000	Supplies & Materials	\$7,400.00	\$431.53	\$726.53	\$6,673.47	\$512.95	\$6,160.52	83.25%
211.1000.0400.000.000.000	Supplies & Materials	\$19,570.00	\$82.50	\$82.50	\$19,487.50	\$0.00	\$19,487.50	99.58%
216.1000.0400.000.000.000	Supplies & Materials	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
218.1000.0400.000.000.000	Supplies & Materials	\$13,000.00	\$0.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00	100.00%
219.1000.0400.000.000.000	Supplies & Materials	\$0.00	\$0.00	\$3,520.66	(\$3,520.66)	\$429.70	(\$3,950.36)	0.00%
232.1000.0400.000.000.000	Supplies & Materials	\$8,100.00	\$2,748.96	\$3,837.61	\$4,262.39	\$0.00	\$4,262.39	52.62%
233.1000.0400.000.000.000	Supplies & Materials	\$7,900.00	\$5,711.29	\$5,711.29	\$2,188.71	\$0.00	\$2,188.71	27.71%
261.1000.0400.000.000.000	Supplies & Materials	\$16,375.00	\$874.25	\$8,151.03	\$8,223.97	\$456.14	\$7,767.83	47.44%
262.1000.0400.000.000.000	Supplies & Materials	\$3,300.00	\$0.00	\$1,286.94	\$2,013.06	\$0.00	\$2,013.06	61.00%
270.1000.0400.000.000.000	Supplies & Materials	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
275.1000.0400.000.000.000	Supplies & Materials	\$12,400.00	\$0.00	\$395.06	\$12,004.94	\$0.00	\$12,004.94	96.81%
279.1000.0400.000.000.000	Supplies & Materials	\$65,000.00	\$8,416.88	\$17,106.58	\$47,893.42	\$1,577.27	\$46,316.15	71.26%
280.1000.0400.000.000.000	Supplies & Materials	\$80,000.00	\$2,779.37	\$16,451.03	\$63,548.97	\$7,510.23	\$56,038.74	70.05%
295.1000.0400.000.000.000	Supplies & Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
100.2000.0400.000.000.000	Supplies & Materials	\$336,055.00	\$26,044.74	\$121,201.40	\$214,853.60	\$132,563.44	\$82,290.16	24.49%
207.2000.0400.000.000.000	Supplies & Materials	\$19,900.00	\$33.28	\$972.69	\$18,927.31	\$511.03	\$18,416.28	92.54%
208.2000.0400.000.000.000	Supplies & Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
211.2000.0400.000.000.000	Supplies & Materials	\$15,000.00	\$24.88	\$2,610.54	\$12,389.46	\$319.46	\$12,070.00	80.47%
212.2000.0400.000.000.000	Supplies & Materials	\$11,340.00	\$0.00	\$0.00	\$11,340.00	\$0.00	\$11,340.00	100.00%
218.2000.0400.000.000.000	Supplies & Materials	\$2,875.00	\$0.00	\$0.00	\$2,875.00	\$0.00	\$2,875.00	100.00%
219.2000.0400.000.000.000	Supplies & Materials	\$9,325.00	\$0.00	\$1,067.24	\$8,257.76	\$0.00	\$8,257.76	88.56%

# Gervais School District #1

Agenda Item 12-19-5.3.6

## Board Expense Report- All Funds

From Date: 11/1/2019

To Date: 11/30/2019

Fiscal Year: 2019-2020

☐ 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
232.2000.0400.000.000.000	Supplies & Materials	\$20,050.00	\$775.19	\$775.19	\$19,274.81	\$0.00	\$19,274.81	96.13%
240.2000.0400.000.000.000	Supplies & Materials	\$29,180.00	\$0.00	\$0.00	\$29,180.00	\$0.00	\$29,180.00	100.00%
243.2000.0400.000.000.000	Supplies & Materials	\$300,000.00	\$1,604.24	\$61,140.35	\$238,859.65	\$39,784.49	\$199,075.16	66.36%
261.2000.0400.000.000.000	Supplies & Materials	\$8,500.00	\$353.05	\$1,141.86	\$7,358.14	\$7,358.14	\$0.00	0.00%
262.2000.0400.000.000.000	Supplies & Materials	\$2,500.00	\$99.50	\$186.11	\$2,313.89	\$2,313.89	\$0.00	0.00%
295.2000.0400.000.000.000	Supplies & Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
400.2000.0400.000.000.000	Supplies & Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$500.00	\$4,500.00	90.00%
100.3000.0400.000.000.000	Supplies & Materials	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
211.3000.0400.000.000.000	Supplies & Materials	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$849.07	\$2,650.93	75.74%
232.3000.0400.000.000.000	Supplies & Materials	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
250.3000.0400.000.000.000	Supplies & Materials	\$448,225.00	\$35,713.15	\$98,369.16	\$349,855.84	\$243,859.81	\$105,996.03	23.65%
295.3000.0400.000.000.000	Supplies & Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
	OBJECT: Supplies & Materials - 0400	\$1,886,752.00	\$102,772.63	\$505,670.47	\$1,381,081.53	\$448,360.55	\$932,720.98	49.44%
204.1000.0500.000.000.000	Capital Outlay	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	\$0.00	(\$15,000.00)	0.00%
100.2000.0500.000.000.000	Capital Outlay	\$12,500.00	\$0.00	\$9,230.00	\$3,270.00	\$0.00	\$3,270.00	26.16%
204.2000.0500.000.000.000	Capital Outlay	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
240.2000.0500.000.000.000	Capital Outlay	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	100.00%
243.2000.0500.000.000.000	Capital Outlay	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$350,000.00	100.00%
250.3000.0500.000.000.000	Capital Outlay	\$12,125.00	\$0.00	\$0.00	\$12,125.00	\$0.00	\$12,125.00	100.00%
240.4000.0500.000.000.000	Capital Outlay	\$270,000.00	\$0.00	\$0.00	\$270,000.00	\$205,109.01	\$64,890.99	24.03%
242.4000.0500.000.000.000	Capital Outlay	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$238,185.00	\$11,815.00	4.73%
243.4000.0500.000.000.000	Capital Outlay	\$1,200,000.00	\$135,023.53	\$167,300.52	\$1,032,699.48	\$865,476.47	\$167,223.01	13.94%
400.4000.0500.000.000.000	Capital Outlay	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$4,597.20	\$402.80	8.06%
	OBJECT: Capital Outlay - 0500	\$2,149,625.00	\$135,023.53	\$191,530.52	\$1,958,094.48	\$1,313,367.68	\$644,726.80	29.99%
100.1000.0600.000.000.000	Other	\$650.00	\$0.00	\$129.00	\$521.00	\$60.00	\$461.00	70.92%
261.1000.0600.000.000.000	Other	\$9,500.00	\$175.00	\$4,369.79	\$5,130.21	\$95.00	\$5,035.21	53.00%
262.1000.0600.000.000.000	Other	\$0.00	\$0.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	0.00%
275.1000.0600.000.000.000	Other	\$600.00	\$0.00	\$64.00	\$536.00	\$0.00	\$536.00	89.33%
100.2000.0600.000.000.000	Other	\$118,535.00	\$609.93	\$103,949.18	\$14,585.82	\$7,175.00	\$7,410.82	6.25%
211.2000.0600.000.000.000	Other	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
212.2000.0600.000.000.000	Other	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
218.2000.0600.000.000.000	Other	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
232.2000.0600.000.000.000	Other	\$11,150.00	\$0.00	\$4,004.00	\$7,146.00	\$0.00	\$7,146.00	64.09%
243.2000.0600.000.000.000	Other	\$0.00	\$1,175.00	\$1,175.00	(\$1,175.00)	\$1,200.00	(\$2,375.00)	0.00%
232.3000.0600.000.000.000	Other	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
250.3000.0600.000.000.000	Other	\$2,500.00	\$0.00	\$882.33	\$1,617.67	\$412.00	\$1,205.67	48.23%
240.5000.0600.000.000.000	Other	\$24,320.00	\$2,160.00	\$2,160.00	\$22,160.00	\$22,160.00	\$0.00	0.00%
300.5000.0600.000.000.000	Other	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
312.5000.0600.000.000.000	Other	\$244,500.00	\$49,742.12	\$49,742.12	\$194,757.88	\$194,750.00	\$7.88	0.00%
313.5000.0600.000.000.000	Other	\$1,013,560.00	\$0.00	\$0.00	\$1,013,560.00	\$868,517.75	\$145,042.25	14.31%
	OBJECT: Other - 0600	\$1,474,315.00	\$53,862.05	\$166,500.42	\$1,307,814.58	\$1,094,369.75	\$213,444.83	14.48%
100.5000.0700.000.000.000	Transfers	\$586,500.00	\$0.00	\$586,500.00	\$0.00	\$0.00	\$0.00	0.00%
	OBJECT: Transfers - 0700	\$586,500.00	\$0.00	\$586,500.00	\$0.00	\$0.00	\$0.00	0.00%
100.6000.0800.000.000.000	Other Uses of Funds	\$1,202,244.00	\$0.00	\$0.00	\$1,202,244.00	\$0.00	\$1,202,244.00	100.00%
	OBJECT: Other Uses of Funds - 0800	\$1,202,244.00	\$0.00	\$0.00	\$1,202,244.00	\$0.00	\$1,202,244.00	100.00%

**Board Expense Report- All Funds**

From Date: 11/1/2019

To Date: 11/30/2019

Fiscal Year: 2019-2020

☐ 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

**Grand Total:**

\$24,230,725.00

\$1,718,846.83

\$7,125,271.68

\$17,105,453.32

\$13,354,682.32

\$3,750,771.00

15.48%

End of Report

NOT AUDITED

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

## Criteria:

Bank Account: US Bank 153604172442

From Date: 11/01/2019

To Date: 11/30/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

 Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69154	11/07/2019	AMAZON FULFILLMENT SERVICES, INC	\$130.15	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69155	11/07/2019	AMAZON FULFILLMENT SERVICES, INC	\$117.99	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69156	11/07/2019	BELIEVE KIDS	\$1,470.24	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69157	11/07/2019	BOWMAN, TIMOTHY	\$244.18	1054	Printed	Expense	<input type="checkbox"/>		
69158	11/07/2019	CAMAT, KRISTIN J	\$65.54	1054	Printed	Expense	<input type="checkbox"/>		
69159	11/07/2019	CHEVRON/TEXACO CARD SERVICES	\$688.61	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69160	11/07/2019	COMMUNITY NEWSPAPERS	\$312.50	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69161	11/07/2019	COSA	\$169.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69162	11/07/2019	CULLIGAN WATER CO	\$77.50	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69163	11/07/2019	DATAVISION COMMUNICATIONS	\$532.47	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69164	11/07/2019	DILSON, MEGAN D	\$60.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69165	11/07/2019	EDMENTUM NW 7504	\$9,375.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69166	11/07/2019	FLECK, DONALD R	\$625.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69167	11/07/2019	FRONTIER COMMUNICATIONS	\$57.90	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69168	11/07/2019	HM RECEIVABLE CO, LLC	\$9,975.56	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69169	11/07/2019	LOWE'S HOME IMPROVEMENT	\$272.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69170	11/07/2019	MARION RECYCLING CENTER, INC	\$22.75	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69171	11/07/2019	MULKERIN, MICHAEL	\$65.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69172	11/07/2019	NW NATURAL	\$2,907.48	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69173	11/07/2019	OFFICE CRAFT	\$191.94	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69174	11/07/2019	OFFICE DEPOT	\$762.34	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69175	11/07/2019	OUTDOOR FENCE CO.	\$1,932.58	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

## Criteria:

Bank Account: US Bank 153604172442

From Date: 11/01/2019

To Date: 11/30/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69176	11/07/2019	POWELL'S BOOKS INC_04063	\$294.22	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69177	11/07/2019	SCHOLASTIC BOOK FAIRS-13_10990	\$2,110.29	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69178	11/07/2019	STAPLES BUSINESS CREDIT	\$338.70	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69179	11/07/2019	STEVENS, DIANDA LEA	\$423.86	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69180	11/07/2019	SUMMIT BENEFIT & ACTUARIAL SERVICES	\$575.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69181	11/07/2019	T-MOBILE	\$51.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69182	11/07/2019	THE HUNGERFORD LAW FIRM LLP	\$280.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69183	11/07/2019	US BANK	\$23,090.55	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69184	11/07/2019	WALTER E. NELSON CO.	\$197.90	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69185	11/07/2019	WILCO	\$867.29	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69186	11/07/2019	WILLAMETTE ESD_02407	\$100.00	1054	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69187	11/21/2019	ACE CHEMICAL TOILETS	\$5,203.77	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69188	11/21/2019	AMAZON FULFILLMENT SERVICES, INC	\$22.26	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69189	11/21/2019	AMAZON FULFILLMENT SERVICES, INC	\$87.10	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69190	11/21/2019	AMAZON FULFILLMENT SERVICES, INC	\$879.01	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69191	11/21/2019	AURORA COLONY MUSEUM	\$200.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69192	11/21/2019	AUS WEST LOCKBOX	\$833.64	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69193	11/21/2019	BROADHURST, SARA L	\$151.78	1055	Printed	Expense	<input type="checkbox"/>		
69194	11/21/2019	CANON FINANCIAL SERVICES	\$2,731.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69195	11/21/2019	CITY OF GERVAIS	\$7,643.31	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69196	11/21/2019	COMMERCIAL DISHWASHER	\$74.97	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

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Bank Account: US Bank 153604172442

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To Date: 11/30/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

 Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69197	11/21/2019	COSA	\$229.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69198	11/21/2019	DEMCO INC	\$228.82	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69199	11/21/2019	DUCK DELIVERY	\$4,018.50	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69200	11/21/2019	EDNETIC, INC	\$39,379.56	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69201	11/21/2019	ES-N-JAY ENTERPRISES	\$350.00	1055	Printed	Expense	<input type="checkbox"/>		
69202	11/21/2019	FLECK, DONALD R	\$450.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69203	11/21/2019	FRONTIER CHARTER ACADEMY	\$269,909.71	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69204	11/21/2019	GAGLE ENTERPRISES INC.	\$226.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69205	11/21/2019	GRAINGER SUPPLY	\$445.50	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69206	11/21/2019	GREAT AMERICA FINANCIAL SERVICES	\$129.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69207	11/21/2019	GW HARDWARE #244	\$171.52	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69208	11/21/2019	HELGESON, KATHLEEN	\$600.00	1055	Printed	Expense	<input type="checkbox"/>		
69209	11/21/2019	INDUSTRIAL WELDING SUPPLY INC	\$496.35	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69210	11/21/2019	JENNIE-O TURKEY STORE INC	\$1,151.36	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69211	11/21/2019	JKW SCHOOL PSYCHOLOGICAL SERVICES	\$8,213.16	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69212	11/21/2019	JOHNSON CONTROLS INC	\$135,023.53	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69213	11/21/2019	JUNIOR LIBRARY GUILD	\$249.90	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69214	11/21/2019	K D L HARDWARE	\$678.36	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69215	11/21/2019	KEIZER OUTDOOR POWER EQUIPMENT	\$661.30	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69216	11/21/2019	LES AND BOBS SPORTS APPAREL, INC	\$205.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69217	11/21/2019	LEWIS, TRACY	\$117.97	1055	Printed	Expense	<input type="checkbox"/>		
69218	11/21/2019	MARTIN, LISA (CONSULTANT)	\$900.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

## Criteria:

Bank Account: US Bank 153604172442

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From Voucher:

To Voucher:

 Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69219	11/21/2019	MEDOSWEET FARMS OF OREGON	\$5,475.34	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69220	11/21/2019	MID COLUMBIA BUS CO INC	\$129,027.46	1055	Printed	Expense	<input type="checkbox"/>		
69221	11/21/2019	MULKERIN, MICHAEL	\$23.78	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69222	11/21/2019	NW REGIONAL ESD	\$523.75	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69223	11/21/2019	OFFICE DEPOT	\$2,226.67	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69224	11/21/2019	OSPA	\$555.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69225	11/21/2019	OUT OF THE SHELL, LLC - YANGS 5TH TASTE	\$1,848.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69226	11/21/2019	PACIFIC OFFICE AUTOMATION	\$358.19	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69227	11/21/2019	PAULY, ROGERS, AND CO. P.C.	\$19,000.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69228	11/21/2019	PETERSON EQUIPMENT CO	\$28.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69229	11/21/2019	PGE_01831	\$8,761.47	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69230	11/21/2019	POWELL'S BOOKS INC_04063	\$61.41	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69231	11/21/2019	POWERSCHOOL GROUP, LLC	\$2,100.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69232	11/21/2019	RAMON, ERICA	\$20.94	1055	Printed	Expense	<input type="checkbox"/>		
69233	11/21/2019	REPUBLIC SERVICES	\$3,078.28	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69234	11/21/2019	SALEM VOLLEYBALL OFFICIALS ASSOC	\$33.00	1055	Printed	Expense	<input type="checkbox"/>		
69235	11/21/2019	SALEM/KEIZER PUBLIC SCHOOLS_11239	\$1,212.75	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69236	11/21/2019	SCHOOL SPECIALTY	\$23.39	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69237	11/21/2019	SEGURA TARULA, SANDRA	\$49.76	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69238	11/21/2019	SHERWIN WILLIAMS	\$37.14	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69239	11/21/2019	SMART APPLE U.S.	\$129.70	1055	Printed	Expense	<input type="checkbox"/>		
69240	11/21/2019	SPRINT SOLUTIONS, INC	\$119.58	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

## Criteria:

Bank Account: US Bank 153604172442

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From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69241	11/21/2019	STAPLES BUSINESS CREDIT	\$734.42	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69242	11/21/2019	STARFALL EDUCATION	\$270.00	1055	Printed	Expense	<input type="checkbox"/>		
69243	11/21/2019	SYSCO FOOD SERVICES	\$21,506.43	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69244	11/21/2019	THE SIGN SHOP	\$404.40	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69245	11/21/2019	TITUS, DOC	\$999.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69246	11/21/2019	WALTER E. NELSON CO.	\$479.78	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69247	11/21/2019	WEST MUSIC	\$44.99	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69248	11/21/2019	WILLAMETTE ESD_02407	\$10,750.87	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69249	11/21/2019	WILLAMETTE VALLEY SECURITY INC	\$110.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69250	11/21/2019	WILLIAMS-JOHNSON, TONI	\$14.99	1055	Printed	Expense	<input type="checkbox"/>		
69251	11/21/2019	ZELENKA, MICHELLE MARIE	\$41.30	1055	Printed	Expense	<input type="checkbox"/>		
69252	11/25/2019	AFA-ANNUITY PREMIUM TRUST	\$3,805.00	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69253	11/25/2019	AFLAC	\$658.43	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69254	11/25/2019	AMERICAN FIDELITY ASSURANCE CO	\$4,906.64	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69255	11/25/2019	AMERICAN FIDELITY.	\$2,288.72	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69256	11/25/2019	AMERICAN FIDELTY ASSURANCE	\$5,740.02	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69257	11/25/2019	AXA EQUITABLE EQUI-VEST	\$4,478.50	1059	Printed	Payroll Ded	<input checked="" type="checkbox"/>	11/30/2019	
69258	11/25/2019	FORESTER FINANCIAL	\$900.00	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69259	11/25/2019	IVY FUNDS	\$25.00	1059	Printed	Payroll Ded	<input checked="" type="checkbox"/>	11/30/2019	
69260	11/25/2019	LEGAL SHIELD	\$330.85	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69261	11/25/2019	MATRIX TRUST COMPANY (DEN)	\$200.00	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69262	11/25/2019	OREGON DEPARTMENT OF REVENUE	\$442.01	1059	Printed	Payroll Ded	<input type="checkbox"/>		

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

## Criteria:

Bank Account: US Bank 153604172442

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Types: ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69263	11/25/2019	OREGON EDUCATION ASSOCIATION	\$4,590.34	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69264	11/25/2019	OSEA	\$1,847.49	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69265	11/25/2019	TEXAS LIFE INS CO	\$1,453.98	1059	Printed	Payroll Ded	<input type="checkbox"/>		
69266	11/27/2019	AMAZON FULFILLMENT SERVICES, INC	\$25.98	1062	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69267	11/27/2019	AMAZON FULFILLMENT SERVICES, INC	\$305.93	1062	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69268	11/27/2019	ANDERSON, LU ANN	\$499.78	1062	Printed	Expense	<input type="checkbox"/>		
69269	11/27/2019	BANK OF NEW YORK MELLON TRUST CO. N.A..	\$2,160.00	1062	Printed	Expense	<input type="checkbox"/>		
69270	11/27/2019	BELIEVE PRODUCTIONS, INC	\$722.00	1062	Printed	Expense	<input type="checkbox"/>		
69271	11/27/2019	CHEVRON/TEXACO CARD SERVICES	\$148.15	1062	Printed	Expense	<input type="checkbox"/>		
69272	11/27/2019	DEPT OF ADMIN SERVICES - PROPERTY DISTRI	\$500.00	1062	Printed	Expense	<input type="checkbox"/>		
69273	11/27/2019	EDNETIC, INC	\$75.00	1062	Printed	Expense	<input type="checkbox"/>		
69274	11/27/2019	GALAXY T-SHIRT	\$672.00	1062	Printed	Expense	<input type="checkbox"/>		
69275	11/27/2019	GENERAL PARTS DISTRIBUTION LLC	\$9.18	1062	Printed	Expense	<input type="checkbox"/>		
69276	11/27/2019	GUERRERO ORTEGA, DORA A	\$129.40	1062	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69277	11/27/2019	JOSTENS	\$542.07	1062	Printed	Expense	<input type="checkbox"/>		
69278	11/27/2019	LES AND BOBS SPORTS APPAREL, INC	\$325.45	1062	Printed	Expense	<input type="checkbox"/>		
69279	11/27/2019	LEWIS & CLARK COLLEGE	\$1,181.00	1062	Printed	Expense	<input type="checkbox"/>		
69280	11/27/2019	NW REGIONAL ESD	\$205.55	1062	Printed	Expense	<input type="checkbox"/>		
69281	11/27/2019	OFFICE DEPOT	\$705.75	1062	Printed	Expense	<input type="checkbox"/>		
69282	11/27/2019	PGE_01831	\$51.40	1062	Printed	Expense	<input type="checkbox"/>		

## Gervais School District #1

### Reprint Check Listing

Fiscal Year: 2019-2020

**Criteria:****Bank Account:** US Bank 153604172442**From Date:** 11/01/2019**To Date:** 11/30/2019**From Check:****To Check:****From Clear Date:****To Clear Date:****From Voucher:****To Voucher:**
**Types:** ☒ Expense ☐ Manual ☐ Payroll ☒ Payroll Deductions ☐ Other Disbursements

\* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69283	11/27/2019	SCHULTZ, BENJAMIN JAMES	\$40.60	1062	Printed	Expense	<input type="checkbox"/>		
69284	11/27/2019	SCIO HIGH SCHOOL	\$175.00	1062	Printed	Expense	<input type="checkbox"/>		
69285	11/27/2019	SECRETARY OF STATE_02074	\$350.00	1062	Printed	Expense	<input type="checkbox"/>		
69286	11/27/2019	STAPLES BUSINESS CREDIT	\$586.32	1062	Printed	Expense	<input type="checkbox"/>		
69287	11/27/2019	WALTER E. NELSON CO.	\$1,144.02	1062	Printed	Expense	<input type="checkbox"/>		
69288	11/27/2019	WOLFER, MELISSA	\$62.64	1062	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2019	
69289	11/27/2019	WOLFER, MRS. MELISSA	\$160.00	1062	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$792,539.91						

**Report Total Amount:** Amount

**End of Report**

## **INTRODUCTION**

The Gervais School District contracted with educational consultant, Tim Drilling, to conduct the evaluation of Frontier Charter Academy for the 2018-19 school year. This report communicates the findings and recommendations of that evaluation. The evaluator reviewed multiple documents provided by the Frontier Charter Academy staff and interviewed key individuals in person, over the phone and via email to ensure the school is: i) fulfilling the provisions of its charter with Gervais School District; and ii) fully complying with federal and state statutory requirements regarding charter school operations and accountability in Oregon.

As part of the evaluation process, on October 16, 2019, the evaluator conducted a site visit to Frontier Charter Academy. During the visit, the evaluator spoke with students, parents, teachers, support staff and school administration. The evaluator also met with a board member to review and validate the level of school board compliance with the requirements for public meetings, adherence to fiduciary responsibilities and commitment on the part of the board to leadership requirements and expectations.

In order to evaluate the school's performance, the evaluator applied a charter school evaluation rubric to assess the Frontier Charter Academy in the following indicators:

### Framework 1: Academic Performance

- Indicator 1: State and Federal Accountability
- Indicator 2: Student Achievement by Groups
- Indicator 3: Student Academic Growth
- Indicator 4: Student Academic Growth by Groups
- Indicator 5: Graduation and Postsecondary Readiness

### Framework 2: Organizational Performance

- Indicator 6: Mission & Key Elements
- Indicator 7: Educational Program
- Indicator 8: Governance & Reporting
- Indicator 9: Students & Employees
- Indicator 10: School Environment

### Framework 3: Financial Performance

- Indicator 11: Fiscal Accountability & Oversight
- Indicator 12: Sustainability Measures

Within each of the indicators, measures have been identified to describe more specifically how the charter school should address each requirement. Using the descriptions in the rubric, the evaluator assigns a rating to each measure indicating whether the school is *exceeding*, *meeting*, *approaching*, *not meeting* or *not rated* the standard in that measure. The evaluator determines the rating on the basis of the review of the documentation provided by the charter school as well as through evidence collected during the interviews and site visit. The rubric was provided to Frontier Charter Academy and to the Gervais School District prior to the commencement of the evaluation process.

The rubric used in this evaluation was developed by the Center for Student Success at Portland State University. The evaluator has permission from PSU to use the rubric. The rubric is aligned with the standards established by the National Alliance for Public Charter Schools.

**COMMENDATIONS:**

Many exemplary practices and programs are in evidence at FCA. Some of the most outstanding practices are highlighted below.

FCA is commended for:

- Implementing the school's mission with fidelity and passion. Stakeholders articulate a clear and consistent understanding of the school's mission, staff recognize the diverse and unique learning needs of each student, and are clearly committed to helping all FCA students be successful. (Measure 6a)
- FCA deserves commendations for their commitment to systems that allow parents/guardians to monitor student progress, both via Canvas and direct communication with school staff. (Measure 6b)
- FCA is commended for its rigorous teacher onboarding process, which helps to ensure that curriculum deployment via the educational platforms is efficient, and that staff are consistently implementing the distinctive instructional practices described in the Charter Agreement. (Measure 7a)
- FCA administration is commended for their approach to providing equitable access to technology to students and families. Distribution of Chromebooks is completed within 48 hours, ensuring students who are enrolled in the school do not fall behind waiting for delivery of the machine. As well, FCA's policy of reimbursing the cost of internet service ensures that low-income families are not put at a disadvantage in accessing the educational program.(7g)
- FCA leadership is commended for creating a school culture in which staff members feel their contributions are recognized and valued, and their input is welcome. (Measure 9c)
- FCA is commended for responding to the concerns and suggestions in the Pauly, Rogers Management Letter, and for initiating development of a Process and Procedures Manual that will outline the segregation of duties and levels of approval. Although resolution of these issues can't be verified until the next annual audit is conducted and reviewed, FCA's response is commendable. (Measure 11b)

**RECOMMENDATIONS:**

All organizations and institutions—even those already performing at high levels—should be looking for ways to improve. The evaluator encourages FCA to consider the following suggestions:

- The evaluator recommends that FCA continue to closely monitor student achievement in ELA and math, and adjust instruction and interventions to support students with different learning styles and needs. FCA is encouraged to conduct research to find virtual schools that have identified successful instructional strategies. (Measure 1c)
- The evaluator recommends that FCA administrators consider explicitly stating in appropriate school documents the role parents are expected to play to give students the best chance to be successful in this online learning environment, and the school's commitment to working with parents/families to support student learning. Obviously, FCA cannot mandate parental collaboration, but the school can state the importance of family participation, and call out basic parental functions to support student learning, such as:
  - Monitoring daily school work, helping the student track progress
  - Encouraging a quiet study environment
  - Communicate with FCA staff re: questions or concerns (Measure 6b)
- Frontier Charter Academy is encouraged to continue administering the Measures of Academic Progress assessment, as it can provide information about student academic growth that is useful to teachers in responding to student learning needs. FCA is also encouraged to continue to work to implement its system for administering the SBAC test, with a goal of increasing participation and achievement each year. (Measure 7b)
- The evaluator recommends that the Charter School provide periodic reports to the District regarding Special Education program services and outcomes, perhaps in alignment with targets and indicators on ODE's Special Education Report for the District (i.e., graduation, dropout and discipline data, timeline for eligibility, academic achievement, etc.) It's also recommended that FCA include in its annual parent satisfaction survey questions specific to the provision of special education services. (Measure 7d)
- The evaluator recommends the FCA Board consider developing a more structured intake process for new members, with training provided, possibly by the Oregon School Boards Association. It's also recommended that the board undertake a review of their by-laws, again possibly in conjunction with the Oregon School Boards Association, to ensure compliance with public meetings law. And, last, the evaluator also recommends that board Meeting minutes articulate the board's process for monitoring school financial functions, and that minutes are posted consistently on the FCA website. ( Measure 8a)
- The evaluator recommends that the FCA Board formalize the process for evaluating the Executive Director, and conduct these evaluations annually. (Measure 8b)

## APPENDIX A Summary of Findings

EXCEEDS	
2e	Academic achievement in ELA for students with disabilities
2f	Academic achievement in math for students with disabilities
5c	Dropout rate
6a	Executes the school's mission and key design elements
7a	Implements the distinctive instructional practices as outlined in the Charter Agreement
MEETS	
7b	Implements an adequate assessment system
7c	Complies with applicable laws of charter contract regarding educational requirements
7d	Protects the rights of students with disabilities
7e	Protects the rights of English learners
7f	Follows requirements regarding face-to-face contact between students and charter school personnel
7g	Follows statutory guidance with respect to providing students with access to technology
8a	Complies with applicable governance requirements: Board policies, open meeting laws, etc.
8c	Complies with reporting requirements in a timely fashion
9a	Protects the rights of all students
9b	Complies with teacher and other staff credentialing requirements
9c	Employs generally acceptable employee relations practices
9d	Complies with state statutes re: sexual conduct and child abuse reporting
9e	Complies with statutory guidance and district policy re: teacher performance, evaluation, professional growth
10b	Complies with health and safety requirements
10c	Handles records and information appropriately
11a	School board provides appropriate financial oversight
12a	Maintains adequate financial resources to ensure stable operations
12b	Demonstrates short and long-term fiscal viability
12c	Operates pursuant to a financial plan with realistic budgets that are monitored and adjusted

## APPENDIX A Summary of Findings (cont.)

APPROACHES	
6b	Promotes parental involvement and getting feedback from parents
8b	Holds the charter school's administration accountable
11b	Maintains appropriate internal controls and procedures
DOES NOT MEET	
1b	Meets annual measurable target for percent of students meeting/exceeding standard on SBAC-ELA
1c	Meets annual measurable target for percent of students meeting/exceeding standard on SBAC-math
2a	Academic achievement in ELA for economically disadvantaged students
2b	Academic achievement in math for economically disadvantaged students
3a	Academic growth in ELA for all students
3b	Academic growth in math for all students
4a	Academic growth in ELA for economically disadvantaged students
4b	Academic growth in math for economically disadvantaged students
NOT RATED	
1a	Oregon school accountability rating
2c	Academic achievement in ELA for English learners
2d	Academic achievement in math for English learners
4c	Academic growth in ELA for English learners
4d	Academic growth in math for English learners
4e	Academic growth in ELA for students with disabilities
4f	Academic growth in math for students with disabilities
5a	Four-year cohort graduation
5b	Five-year completers
5d	Continuing education beyond high school
NOT APPLICABLE	
2g	Academic achievement in ELA for students of underserved races/ethnicities
2h	Academic achievement in math for students of underserved races/ethnicities
4g	Academic growth in ELA for students of underserved races/ethnicities
4h	Academic growth in math for students of underserved races/ethnicities
10a	Complies with facilities and transportation requirements

## **APPENDIX B**

### **Evaluator's Biography**

#### **Tim Drilling, MAT**

##### **Evaluator, Education Evaluation Partners**

Tim Drilling's background in public education in Oregon and Washington spans 39 years in schools and school district offices. He has been a classroom teacher at the high school and community college levels, a high school assistant principal and principal, and also led the successful start-up of an online charter school. Most recently, Tim served as a district-level administrator working on school and district improvement, assessments, instructional technology, and educational options, including charter schools. His career has afforded him extensive experience in using data to guide school improvement and program evaluation.

**PROPOSED MOTION:** Move that the Gervais District #1 Board of Directors approve the consent items as listed en masse:

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**7.1 Approve**  
**New Hire / Temporary:**  
 Raul Gomez, Temporary Secondary ELL Teacher

**Extra Duty:**  
 Ryan Figura, High School Drama Advisor  
 Samantha Palmer, High School Drama Advisor

**7.2 Approve**  
**Contract Change / Renewal:**

**Recall:**

**7.3 Approve**  
**Resignation / Termination/Non-Renewal:**  
 Madeline Bowman, GHS Assistant Softball  
 Thomas Ellis, GMS Teacher

**Decline:**  
**Reduction in Force:**

**7.4 Approve**  
**19/20 Contract Service**  
 Gervais School District Board of Directors approves the 19/20 Contract Service awarded to Marion County Health & Human Services for a social worker in the amount of \$39,130. (reference Policy DJCA)

**7.5 Approve**  
**Workplace Wellness Space Grant**  
 Gervais School District#1 Board of Directors approves applying for the Workplace Wellness Space Grant for the amount range of \$5,000 - \$10,000.

**7.6. Approve**  
**Scholarship America**  
 Gervais School District#1 Board of Directors approves applying for the Scholarship America Grant for the amount of \$200.

**7.7 Approve**  
**MAPS Teacher Grant**  
 Gervais School District#1 Board of Directors approves applying for the MAPS Teacher Grant for the amount of \$1,000.

**7.8 Approve**  
**Gervais School District Job Description for "College & Career Programs Coordinator"**  
 Gervais District#1 Board of Directors approves revisions to the Job Description "College & Career Programs Coordinator" as shown on agenda item 12-19-7.8.1

**7.9 Approve**  
**Gervais School District Job Description for "Recess/Student Monitoring"**  
 Gervais District#1 Board of Directors approves revisions to the Job Description "Recess/Student Monitoring" as shown on agenda item 12-19-7.9.1

<b>Board Members:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

**Board Members can request to have any consent item removed and made into an action item, or tabled until a future meeting.**

# Gervais School District#1

Code: DFC-AR  
Revised/Reviewed: 7/21/16

## Request to Apply for Grant, Gift, Donation or Endowment from Outside Source

The Gervais School District encourages employees to apply for additional resources to enhance district programs. In order to comply with Board Policy DFC - Grants from Private Sources, grant proposals for external funds from private sources need to be submitted to the business manager and superintendent for approval prior to applying for the funds. Copies of all information and completed forms pertaining to this grant must be filed in the district office prior to application.

\*\*\*The process to gain approval from the business manager and the superintendent may take up to two weeks. Please submit your request to apply for a grant in a timely manner according to your grant submission deadline.\*\*\*

Name(s) of applicant: Courtney Karns/GSD Wellness Team Name of grant: Workplace Wellness Space Grant Name of grantor, donor, etc: Kaiser Permanente and OEBB

Who is responsible for implementation and supervision of the provisions of this grant? Superintendent, Melinda Fitz-Henry, and Wellness Team  
Amount of Grant: \$5,000 - \$10,000 Description of grant provisions: Money must be used to create a staff only wellness space by Aug 2020.

Are there restrictions on the use of the funds provided through this grant? ☒ G Yes ☐ G No  
If yes, what are the restrictions? Can't be used for salary, events, or incentives.

Does this grant obligate the district in any way? ☒ G Yes ☐ G No  
If yes, how is the district obligated and what are the terms of the agreement? Must do year end report / interview and let them know about any media releases  
understand that the Board reserves the right to reject funds for any grant which has been approved.

Applicant Signature: [Signature] Date: 10/21/19

Approval	
Building Principal: <u>[Signature]</u>	Superintendent: <u>M. W. [Signature]</u>
Business Manager: <u>[Signature]</u>	School Board Approval Meeting Date: <u>12.19.19</u>

**Gervais School District#1**

**Code: DFC-AR**  
**Revised/Reviewed: 7/21/16**

### Request to Apply for Grant, Gift, Donation or Endowment from Outside Source

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\*\*\*The process to gain approval from the business manager and the superintendent may take up to two weeks. Please submit your request to apply for a grant in a timely manner according to your grant submission deadline.\*\*\*

Name(s) of applicant: Toni Johnson Name of  
 grant: Scholarship America Name of grantor,  
 donor, etc: Target

Who is responsible for implementation and supervision of the provisions of this grant? Toni Johnson

Amount of Grant: \$ 700.00 Description of grant provisions: Used for 8th grade  
Field trips -

Are there restrictions on the use of the funds provided through this grant? ☒ Yes ☐ No  
 If yes, what are the restrictions? used for 8th grade field trips

Does this grant obligate the district in any way? ☐ Yes ☒ No  
 If yes, how is the district obligated and what are the terms of the agreement? \_\_\_\_\_

understand that the Board reserves the right to reject funds for any grant which has been approved.

Applicant Signature: Toni Johnson Date: 12-9-19

Approval	
Building Principal: <u>Robert J. May</u>	Superintendent: <u>[Signature]</u>
Business Manager: <u>M. Wufek</u>	School Board Approval Meeting Date: <u>12.19.19</u>

Request to Apply for Grant, Gift, Donation or Endowment from Outside Source - DFC-AR

**Gervais School District#1**

Code: DFC-AR  
Revised/Reviewed: 7/21/16

### Request to Apply for Grant, Gift, Donation or Endowment from Outside Source

The Gervais School District encourages employees to apply for additional resources to enhance district programs. In order to comply with Board Policy DFC - Grants from Private Sources, grant proposals for external funds from private sources need to be submitted to the business manager and superintendent for approval prior to applying for the funds. Copies of all information and completed forms pertaining to this grant must be filed in the district office prior to application.

\*\*\*The process to gain approval from the business manager and the superintendent may take up to two weeks. Please submit your request to apply for a grant in a timely manner according to your grant submission deadline.\*\*\*

Name(s) of applicant: Rachael Jones Name of grant: MAPS teacher grant Name of grantor, donor, etc: MAPS credit union

Who is responsible for implementation and supervision of the provisions of this grant? myself to my knowledge

Amount of Grant: \$ 1,000 Description of grant provisions: books + bookshelves

Are there restrictions on the use of the funds provided through this grant? G Yes ☒ No

If yes, what are the restrictions? \_\_\_\_\_

Does this grant obligate the district in any way? G Yes ☒ No

If yes, how is the district obligated and what are the terms of the agreement? \_\_\_\_\_

understand that the Board reserves the right to reject funds for any grant which has been approved.

Applicant Signature: Rachael Jones Date: 12/3/19

Approval	
Building Principal: <u>Robert J. Mow</u>	Superintendent: <u>[Signature]</u>
Business Manager: <u>M. Werten</u>	School Board Approval Meeting Date: <u>12.19.19</u>

Request to Apply for Grant, Gift, Donation or Endowment from Outside Source - DFC-AR



## **COLLEGE AND CAREER PROGRAMS COORDINATOR**

**Classification:** Non-Exempt Classified

**Salary Range:** H

### **JOB GOAL:**

To provide district students career and college-related opportunities through a variety of programs, events and field trips.

### **QUALIFICATIONS:**

- High school diploma or equivalent;
- Evidence of good leadership and citizenship qualities, and an interest in students;
- The ability to communicate well with adults and students;?
- The ability to communicate fluently verbally and in writing in English;
- The ability to identify needs of youth in the community, and work with the district, other agencies, and partners in coordinating services that meet those needs;?
- The ability to organize and coordinate programs / events;
- The ability to become knowledgeable about asset development in youth, and other specialized issues such as school dropout prevention, youth services, teen pregnancy prevention, drug and alcohol abuse, violence prevention and other issues pertaining to the development of healthy youth and communities;
- The ability to establish and maintain harmonious working relations with youth and families, board members, school staff, the public, and community partners;
- Knowledge of other cultures and the ability to work with people from diverse ethnic and cultural backgrounds;
- Some skill in information systems technology (word processing, spreadsheets, email, etc.);
- Willingness to participate in staff development activities, when appropriate, to increase awareness of benchmark requirements, and other educational issues that relate to the project;
- The ability to make appropriate, independent, on-the-spot decisions, guided by policy;
- Have a first aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **PREFERRED QUALIFICATIONS:**

- Bilingual English/Spanish.
- Experience working in a school setting.

### **REPORTS TO:**

High school principal.

### **PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

**Responsibilities include, but are not limited to the following:**

- Tracking Perkins and Pathways program completers, reporting of all completers to MWECC/ODE;
- Creating, scheduling and coordinating of field trips to colleges, businesses, trade fairs, and other locations deemed important by program staff;
- Creating and maintaining industry partnerships;
- Creating and organizing student internship and job shadow experiences;
- Assisting in the spending of annual CTE funds;
- Coordinating an annual career fair;
- Updating CTE informational fliers, and assisting in public relations efforts for our CTE strands;
- Counseling students in CTE course selection; and
- Perform other duties, as assigned.

**COMMUNICATION/COMMUNITY INVOLVEMENT:**

- Produce internal and external communication documents (flyers, brochures, meeting announcements, press releases, etc.);
- Maintain records of the outcomes of the programs;
- Facilitate communication and collaboration among the District, business partners, community, organizations, and the schools through participation in community and other networking meetings;
- Make presentations to community groups and recruit volunteers;
- Facilitate and attend meetings related to job responsibilities; and
- Represent the schools at community meetings and events.

?

**WORKING CONDITIONS:**

- A flexible work schedule with irregular hours and some overtime, regular evening meetings and some weekend assignments, a personal car required for travel to all parts of the community, with, perhaps, occasional travel required outside the community and state.

**PHYSICAL REQUIREMENTS:**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, And fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.?

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

**OTHER:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

*Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex, or age in providing or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.*

*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

---

Employee Signature

---

Date

---

Employee Print Name

---

Date

---

Supervisor Signature

---

Date

---

Supervisor Print Name

---

Date

DRAFT



**RECESS/STUDENT MONITORING**

**Classification: Non-Exempt Classified**

**Salary Range: A**

**Job Goal:**

To safely supervise children in their daily activities.

**Qualifications:**

- High School Diploma or equivalent;
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with student, parents, and teachers;
- Ability to understand and follow oral and written instructions;
- Ability to communicate with appropriate student age group requiring the use of both empathetic and disciplinary approaches;
- Ability to handle sensitive situations on the telephone and in the office regarding student information; and
- Have First Aid card, as requested by supervisor.

**Reports To:**

Elementary Principal.

**Performance Responsibilities:**

- Attend regularly;
- Notify school/department when absent according to contract specifications;
- Adhere to arrival, rest periods and departure times;
- Supervise groups of children;
- Maintain a safe and clean environment for children and staff;
- Responsibly interact with children and help create a friendly atmosphere;
- Attend staff trainings and program meetings as required by the Principal;
- Communicate in a professional manner with parents, students, other staff, and community members; and
- Other duties as assigned.

**Physical Requirements:**

- In an 8-hour day, employee may stand /walk 4-6 hours; sit 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e. keyboard); and
- Employee may need to bend, twist, stoop, reach, overhead, squat, climb stairs and lift occasionally.

**Terms of Employment:**

- According to Board policy and procedures, master contract, and school calendar.

Adopted date: 12/19/19

**Evaluation:**

- Performance will be evaluated annually in accordance with Board policy and establish procedures.

**OTHER:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

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*The Director of Special Services has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Middle School at 300 E. Douglas AVE, Gervais, OR 97026, Phone: 503-792-3803, ext. 2010.*

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Date

# Gervais School District 1

**Code: GBEA**  
**Adopted: NEW**

## Workplace Harassment \*

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.

<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

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**Legal Reference(s):**

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<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[ORS 659A.082](#)  
[ORS 659A.112](#)  
[ORS 659A.820](#)

[ORS 659A.875](#)  
[ORS 659A.885](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Senate Bill 479 (2019)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2019).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

# Gervais School District 1

Code: **GBEA-AR**  
 Revised/Reviewed: **NEW**

## Workplace Harassment Reporting and Procedure

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administration regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 or 659A.112 or section 4 of Senate Bill 479 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

### Investigation Procedure

The [position title(s)] [is] [are] responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves [position title(s)], the employee may report to [alternative position title(s)]. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser,

shall be reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

[A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the [superintendent] [human resources office].]

Step 2 If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the [superintendent] [or designee]. Such appeal must be filed within [10] working days after receipt of the step 1 decision. The [superintendent] [or designee] shall review the investigators report and findings. The [superintendent] [or designee] will arrange such meetings with the complainant and other affected parties as deemed necessary by the [superintendent] [or designee] to discuss the appeal. The [superintendent] [or designee] shall provide a written decision to the complainant within [10] working days after receipt of the appeal.

[Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the [superintendent] [or designee] in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the [superintendent's] [or designee's] decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within [20] days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

If the Board chooses not to hear the appeal, the [superintendent's] decision in Step 2 is final.]

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information<sup>1</sup> required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If

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<sup>1</sup> Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

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 hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within [30] days, in open session what action if any is warranted. The Board chair shall notify the complainant in writing within [10] days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

### **Follow-up Procedures**

The [position title] will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the [position title] received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The [position title] will document the record of this follow-up. The [position title] will continue follow-up in this manner until and unless the employee directs the [position title] in writing to stop.

### **Other Reporting Options and Filing Information**

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

### **Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.**

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

[Gervais School District]  
[290 First Street, Gervais, Oregon, 97026] | [503.792.3803]

**WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM**

Name of person making report/complainant: \_\_\_\_\_

Position of person making report/complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of alleged misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Gervais School District]  
[290 First Street, Gervais, Oregon, 97026] | [503.792.3803]

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Gervais School District 1

Code: GBNAA/JHFF  
Adopted: **NEW**

## Reporting Requirements for Suspected Sexual Conduct with Students \*

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee [<sup>4</sup>], contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [<sup>5</sup>]designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall report the suspected sexual conduct to the Board chair.

<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

[If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.]

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees<sup>[6]</sup> designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

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[<sup>6</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is **[[strongly] [discouraged] [prohibited]]**.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 419B.005 - 419B.045](#)

Senate Bill 155 (2019)

[ORS 339.370 - 339.400](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

# Gervais School District 1

Code: GBNAA/JHFF-AR

Revised/Reviewed: **NEW**

## Suspected Sexual Conduct Report Procedures and Form \*

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed<sup>1</sup> through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees<sup>[2]</sup> in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>3</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not be violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor<sup>[4]</sup>, an agent or a volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. [The

<sup>1</sup> "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

<sup>[2]</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

<sup>3</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>[4]</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.]

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

[An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.]

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.]

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;

2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

**[Gervais School District]**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[Gervais School District]**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Gervais School District 1


Code: JHFE  
 Adopted: **NEW**

## Reporting of Suspected Abuse of a Child

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>2</sup>, agents<sup>3</sup>, volunteers<sup>4</sup>, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a  licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

[<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator in the event the licensed administrator is the alleged abuser for each school building to receive these reports.]

If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall also report to the Board chair.

The district will post the name and contact information of the designees for each school building designated to receive reports of suspected abuse and the procedures the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee and a statement that the duty to report suspect abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support the report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. [A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.]

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is [[strongly] [discouraged] [prohibited]].

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)  
[Senate Bill 155 \(2019\)](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9<sup>th</sup> Cir. 2011).

**Code:** JHFE-AR(1)  
**Adopted:**

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.

If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the [licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a child and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of person who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>2</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not be violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>[3]</sup>, agent or volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>4</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.]

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## Definitions

<sup>2</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

[<sup>3</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

<sup>4</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

1. Oregon law recognizes these types of abuse:
  - a. Physical;
  - b. Neglect;
  - c. Mental injury;
  - d. Threat of harm;
  - e. Sexual abuse and sexual exploitation.
2. "Child" means an unmarried person who is under 18 years of age.
3. [A "substantiated report" means a report of abuse that a law enforcement agency or DHS determines is founded.]

### **Confidentiality of Records**

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

### **Failure to Comply**

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined up to and including dismissal.

### **Cooperation with Investigator**

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. [When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator's refusal to sign the form.] If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officers wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The officer shall sign the student out on a form to be provided by the school;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

# Gervais School District 1

Code: JHFF/GBNAA  
Adopted:

## Reporting Requirements for Suspected Sexual Conduct with Students \*

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment.

“Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee [<sup>4</sup>], contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [<sup>5</sup>]designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall report the suspected sexual conduct to the Board chair.

<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

[If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.]

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees<sup>[6]</sup> designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

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[<sup>6</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is **[[strongly] [discouraged] [prohibited]**.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 419B.005 - 419B.045](#)

Senate Bill 155 (2019)

[ORS 339.370 - 339.400](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

# Gervais School District 1

Code: JHFF/GBNAA-AR  
Revised/Reviewed:

## Suspected Sexual Conduct Report Procedures and Form \*

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed<sup>1</sup> through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees<sup>[2]</sup> in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>3</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not be violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor<sup>[4]</sup>, an agent or a volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until

<sup>1</sup> "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

<sup>[2]</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

<sup>3</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>[4]</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.])

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

[An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.]

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.]

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and

3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

**[Gervais School District]**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[Gervais School District]**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Gervais School District 1

Code: **GBEA**  
 Adopted: Unknown  
 Revised/Readopted: 12/20/90, 7/15/93,  
 04/08/99, 10/17/02

## Workers' Compensation Insurance

As required by Oregon law, all employees, including students who work for the district, are covered by the district Workers' Compensation Insurance. Any injury or illness to an employee while on duty must be reported at once:

1. The employee must inform his/her immediate supervisor or the appropriate administrator;
2. The supervisor or administrator will submit a written report to the deputy clerk's office within 24 hours;
3. The employee will be advised to notify the medical service provider that the injury or illness is covered by Workers' Compensation Insurance;
4. The accident or illness must qualify as an industrial accident or illness under state law and district regulations.

Any employee who is injured while on duty or becomes ill as a result of performing his/her responsibilities may receive compensation and expenses as prescribed by state law and regulations:

1. If the employee has no accumulated sick leave, he/she is not entitled to salary or wages paid for the period the employee is off work and no benefits accrue. The employee is allowed to retain the amount received from the State Accident Insurance Fund and may elect to pay for district insurance benefits for himself and/or dependents;
2. If the employee has accumulated sick leave, he/she may elect to have salary or wages paid in an amount comparable to that the employee would have earned if he/she had worked the regular schedule. This amount shall be determined by deducting from the employee's wages the amount he/she received from the State Accident Insurance Fund. The employee shall be responsible for verifying with the payroll clerk the amounts received for all time-loss accidents;
3. The employee's accumulated sick leave will be charged only for the portion of salary and or wages paid in excess of the amount received from the State Accident Insurance Fund.

END OF POLICY

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Legal Reference(s):

[ORS 243.650](#)  
[ORS 656.033](#)

[ORS 657.170](#)

[OAR 437-001-0760](#)

## **Gervais School District #1**

Code: GCPC / GDPC

Adopted: 12/20/90

Readopted/Revised: 7/15/93, 2/20/03

### **Retirement of Staff**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

The superintendent will develop administrative regulations as may be necessary for district employees who retire, begin receiving benefits from the Public Employees Retirement System and request continued district employment.

END OF POLICY

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#### Legal Reference(s):

ORS Chapter 237

ORS Chapter 238

ORS 243.303

ORS 342.120

Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99-272, Title X, Section 10003, 100 Stat. 232.

Tax Reform Act of 1986, 29 U.S.C. Sections 1001-1461. Oregon Constitution, Article IX, Sections 10-13.

11/25/02\*MW

## **Gervais School District #1**

### **Reemployment of PERS-Retired Staff**

#### **1. Current District Employees**

- a. In the event that a district employee retires<sup>1</sup> and begins receiving benefits from the Public Retirement Employees System (PERS) prior to the end of the school year, he/she may be retained by the district in his/her current position [or another position as deemed appropriate by the district] until the end of the school year subject to the provisions of ORS 238.082 and the provisions of any applicable collective bargaining agreement.
- b. All requests for continued employment by the district must be submitted annually in writing to the superintendent no later than 60 calendar days before the end of the school year in which the individual has retired from PERS. Requests will be considered based on the following criteria:
  - (1) Length of service. The individual must have been employed by the district a minimum of five years prior to retirement;
  - (2) Need. The individual must be licensed and have experience in a specialty area such as special education, math, science, music, Title I, English as a Second Language, English Language Learners, Non-English Proficient Students or other such areas of identified district shortage of qualified teachers or other district need and have specific training or skills in an area of identified shortage of classified personnel as determined by the district;
  - (3) Evaluations. The individual must have satisfactory performance evaluations. An individual who has been on a program of assistance for improvement or with written directives or written reprimands within the past five years will not be considered for retention by the district.

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<sup>1</sup>The period or periods of employment by one or more public employers of any person receiving a service retirement allowance shall not total 1,040 hours or more in any calendar year; but if the person is receiving old-age, survivors or disability insurance benefits under the federal Social Security Act, the person may be employed for the number of hours for which the salary equals the maximum allowed for receipt of the full amount of those benefits to which the person is entitled. The limitations on employment imposed above do not apply to a retired member who has attained normal retirement age and who is employed as a teacher or as an administrator, as those terms are defined in ORS 342.120, if the retired member is employed by a school district or education service district that has its administrative office located within a county with a population of not more than 35,000 inhabitants according to the latest federal decennial census.

- c. A licensed employee's change in PERS status shall not, in and of itself, constitute a break in service. A classified employee's seniority will be determined as defined in the collective bargaining agreement, Board policy or individual employment contract.
- d. Decisions to retain the individual in his/her current position will be made by the superintendent. The individual will not be required to submit to established district application and interview procedures. Decisions to retain the individual in a position other than the individual's current position, such as a new position or another vacant position will be made by the Board. The individual may be required to submit to established district application and interview procedures for such positions, as determined by the Board.
- e. A retired member who is employed as a classified employee or teacher, as defined by ORS 342.120, will remain in the same collective bargaining unit that included the member before retirement, unless retirees or the assignments are specifically excluded from the collective bargaining agreement.
- f. Salary, benefits and length of contract for early retirees who are excluded from the bargaining unit will be determined by the superintendent.
- g. Employees who retire during the school year shall not serve past June 30. Decisions on continued employment past that date will be made by the district on a case-by-case basis.
- h. The maximum hours of work performed by an employee shall not exceed 1039 hours. The employee shall be responsible for submitting a record of his/her hours worked to payroll, at least monthly, to assure that the period of employment does not exceed the statutory maximum.
- i. The district will immediately submit an Employment of PERS Retiree form to the PERS office as required by law.

## 2. Former District Employees

- a. A district employee who retired and left district employment may apply for a subsequent vacancy with the district under the same application and interview procedures as all other applicants for district employment.

11/25/02\*MW

# Gervais School District #1

Code: **GBNAA/JFCFA**  
 Adopted: 09/21/2006  
 Revised: 02/21/2008

## Cyberbullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying,” by students, staff or third parties is prohibited and will not be tolerated in the district. “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended harm, insult or humiliate.

The district may revoke the privilege of a student or third party, who uses district equipment or electronic communication system to engage in cyberbullying, to use any district electronic equipment under the procedures for policy IIBGA - Electronic Communications System. The district may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device on district property or district-sponsored activities under policy JFCFB - Personal Communication Devices.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or Board. The district may also report individuals to law enforcement if necessary.

Students and staff will receive internet/electronic communications guidance annually to ensure awareness of and compliance with district use policies. The superintendent or designee is responsible for developing administrative regulations to facilitate training.

END OF POLICY

### Legal Reference(s):

[ORS 163.190](#)  
[ORS 166.065](#)  
[ORS 166.155 - 166.165](#)  
[ORS 332.072](#)  
[ORS 332.107](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 339.351 - 339.364](#)  
 HB 2637 (2007)  
[OR 581-021-0045](#)

[OR 581-021-0046](#)  
[OR 581-021-0055](#)  
[OR 581-022-1140](#)

# Gervais School District 1

**Code:** JHFF  
**Adopted:** 12/17/09  
**Revised:** 03/17/11, 10/18/18

## Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district employees, contractors or agents<sup>1</sup> of the district will not be tolerated. All district employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district employee, contractor or agent of the district or volunteer who has reasonable cause to believe that another district employee, contractor, or agent of the district or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor or the person identified by the district to receive such reports.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor<sup>2</sup> or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement.

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<sup>1</sup> An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

<sup>2</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.

DELETE

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**Legal Reference(s):**

[ORS 339](#).370 - 339.400

[ORS 418](#).746 - 418.751

[ORS 419B](#).005 - 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

**Gervais School District #1**

Code: **JHFF-AR**  
Adopted: 01/20/11

**Sexual Conduct Complaint Form**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of person allegedly engaging in sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of sexual conduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of sexual conduct, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_