

# SWEET HOME SCHOOL DISTRICT #55

Sweet Home, Oregon

## SCHOOL BOARD MEETING AGENDA

*To view live board meeting please visit the Sweet Home District website: [sweethome.k12.or.us](http://sweethome.k12.or.us) and click YouTube link*  
The Board of Directors of the Sweet Home School District will hold a public hearing on the District's 2023-2024 Budget from 6:30 p.m. to 7:00 p.m. During this time the Board shall receive comments from the public on the budget. If there are no comments, the Board will proceed with the regular School Board Meeting. The public hearing will close at 7:00 p.m.

*To view live board meeting please visit the Sweet Home District website: [sweethome.k12.or.us](http://sweethome.k12.or.us) and click YouTube link*  
*Public Comments must be in writing before board meeting and sent to the Superintendent's Office*

### Sweet Home Board Room

June 12, 2023, 6:30 p.m.

- |   |             |                 |
|---|-------------|-----------------|
| 1. Call the meeting to order/pledge   | M. Reynolds | Action          |
| 2. Agenda approval/changes  | M. Reynolds | Action          |
| 3. Public Comments<br>Information   |             |                 |
| 4. Student & Personnel Reports/Comments   |             |                 |
| A. Certified & Classified Representatives   | Presidents  |                 |
| B. Superintendent's Report  |             | Information     |
| 1. Enrollment   |             |                 |
| 2. Attendance   |             |                 |
| 3. Strategic Plan Progress  |             |                 |
| a. Pillar 1 - OUTSTANDING ACHIEVEMENT   | B. Riggs    |                 |
| b. Pillar 2 - THRIVING CITIZEN - Oak Heights Elementary   | T. Barrett  |                 |
| c. Pillar 3 - THRIVING COMMUNITY  |             |                 |
| d. Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE   | J. Darwood  |                 |
| 5. Consent Agenda   | M. Reynolds | ALL Action      |
| A. Approve minutes from the May 8, 2023 school board meeting  |             |                 |
| B. Accept Resignation from Whitney Grizzle, Jr. High School Math Teacher effective June 16 <sup>th</sup> , 2023                                     |             |                 |
| C. Accept Resignation from Tami White, Basic Life Skills Coordinator and Behavior Specialist effective June 16 <sup>th</sup> , 2023                 |             |                 |
| D. Approve hire of Brooklyn Giles, Secondary School Counselor - Mental Health Support at the Jr. High and High School for the 2023-2024 School year |             |                 |
| E. Approve hire of Caytlin Gillespie, Language Arts Teacher at the High School for the 2023-2024 School year  |             |                 |
| F. Approve hire of Samuel Mercado, Spanish Teacher at the High School for the 2023-2024 school year   |             |                 |
| G. Approve transfer of Mark Looney, Jr. High Principal to Principal at Hawthorne Elementary effective August 1, 2023                                |             |                 |
| H. Approve transfer of Nate Tyler, Assistant Principal at the High School to Principal at the Jr. High School effective August 1, 2023              |             |                 |
| I. Accept Resignation from Elijah Heide, Band Teacher at the High School effective June 16, 2023  |             |                 |
| J. Approve hire of Zech Brown, Forestry Instructor at the High School for the 2023-2024 School Year   |             |                 |
| K. Approve hire of Bailey Bronson, Full time substitute teacher for the district for the 2023-2024 school year                                      |             |                 |
| 6. Information/Discussion   |             | ALL Information |
| A. Budget Update  | K. Strong   |                 |
| B. Free Breakfast & Lunch Program Update  | K. Strong   |                 |
| C. Aquatic Committee Update   | K. Strong   |                 |
| D. OSBA Policy Review 1st Reading   |             |                 |

AC-AR – Discrimination Complaint Procedure

EHB – Cybersecurity

EHB-AR – Cybersecurity

GCBDF/GDBDF – Paid Family Medical Leave Insurance

ICB – Religious and Cultural Holidays

IGBHD – Program Exemptions

JCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures

JGE – Expulsion

KL – Public Complaints

KL-AR(1) – Public Complaint Procedure

- |   |             |                 |
|---|-------------|-----------------|
| 7. Action Items   | M. Reynolds | Action          |
| A. <b>Resolution #2-2223</b> Approve budget adjustment for the 2022-2023 School fiscal year; Transfer \$750,000 from the General Fund to the Long Term Maintenance Fund       |             |                 |
| B. <b>Resolution #3-2223</b> Close Public Hearing & Approve to adopt the 2023-2024 Budget, make appropriations and impose and categorize taxes (should be close to 7:00 p.m.) |             |                 |
| C. Approve the use of ESSER funds for renovation costs for Oak Heights Elementary School. Renovation costs outside the scope of the \$2.5 million seismic grant.              |             |                 |
| D. Approve Contract with ZCS Engineering for the Oak Heights Seismic Project  |             |                 |
| 8. Board Comments   |             | Information     |
| 9. Late Items   |             |                 |
| 10. Future Agenda Items   | M. Reynolds | ALL Information |
| A. Next Board Meeting July 10, 2023 at 6:30 p.m. in DO Boardroom  |             |                 |
| B. OSBA Summer Conference, August 11-13, 2023 at Salem Convention Center (please inform Julie Emmert if you are interested in attending)                                      |             |                 |
| 11. Adjournment   | M. Reynolds | Action          |

**SWEET HOME SCHOOL DISTRICT ENROLLMENT  
AS OF 5/31/2023**

|              |            |            |            |            |            |            |            |            |            |            |            |            |            | Last Month  |             |         |         |         |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|---------|---------|---------|
|              | K          | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | 5/31/23     | 4/30/23     | 5/31/22 | 5/30/21 | 4/30/20 |
| FO           | 45         | 47         | 42         | 46         | 44         | 48         | 49         |            |            |            |            |            |            | 321         | 322         | 325     | 312     | 341     |
| HW           | 49         | 44         | 34         | 50         | 27         | 46         | 44         |            |            |            |            |            |            | 294         | 298         | 285     | 301     | 359     |
| HO           | 24         | 20         | 20         | 31         | 20         | 30         | 29         |            |            |            |            |            |            | 174         | 177         | 148     | 148     | 152     |
| OH           | 38         | 53         | 38         | 55         | 53         | 48         | 47         |            |            |            |            |            |            | 332         | 330         | 311     | 249     | 267     |
| CH           | 18         | 21         | 18         | 21         | 21         | 20         | 16         |            |            |            |            |            |            | 135         | 135         | 128     | 135     | 139     |
| JH           |            |            |            |            |            |            |            | 195        | 178        |            |            |            |            | 373         | 375         | 342     | 339     | 351     |
| HS           |            |            |            |            |            |            |            |            |            | 193        | 167        | 169        | 125        | 654         | 669         | 665     | 681     | 657     |
|              |            |            |            |            |            |            |            |            |            |            |            |            |            |             |             |         |         |         |
|              |            |            |            |            |            |            |            |            |            |            |            |            |            |             |             |         |         |         |
| <b>TOTAL</b> | <b>179</b> | <b>185</b> | <b>152</b> | <b>203</b> | <b>165</b> | <b>192</b> | <b>185</b> | <b>195</b> | <b>178</b> | <b>193</b> | <b>167</b> | <b>169</b> | <b>125</b> | <b>2283</b> | <b>2306</b> | 2204    | 2165    | 2266    |
| Grade        | K          | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         |             |             |         |         |         |

Board Chairman Mike Reynolds called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. May 8, 2023

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**Board Members in Attendance**

Mike Reynolds, Debra Brown, Mike Adams, Dale Keene, Jim Gourley, Sara Hoffman, Kevin Hill  
Absent: Jason Redick

**Staff Members in Attendance**

Superintendent: Terry Martin; Administrators: Kevin Strong, Luke Augsburg, Josh Dargis, Barbi Riggs, Mark Looney, Nate Tyler, Ralph Brown, Aaron Huff, Darel Bidwell, Josh Darwood: Certified: Steve Thorpe, Lisa Malabago; Classified: Michelle Bidwell; Student Representative: Ethan Malabago; Board Recording Secretary: Julie Emmert

**Other Attendance:** Benny Westcott, New Era, Parents and Grandparents of the ESPY Winners

**1. Call the meeting to order/pledge**

**2. ESPY Awards were presented to this month's ESPY winners and End of the year award. Avery Bondensen is the end of the year winner.**

**3. Agenda Approval/Changes**

Chairman Reynolds called for changes and/or approval of the agenda

***Motion No. 23-23: Board Member Jim Gourley moved to approve the agenda as presented. Board Member Mike Adams seconded the motion. The motion passed unanimously.***

**4. Public Comments: NONE**

**5. Student & Personnel Reports/Comments**

- A. Certified & Classified Representatives: Steve Thorpe shared the excitement about May Week and Certified hiring.
- B. Student Report- Ethan Malabago - May week update that increased teamwork.
  - 1. Enrollment - Is up slightly this month
  - 2. Attendance - April attendance CHAMPION is Hawthorne Elementary - 91.8%
  - 3. Strategic Plan Progress
- Pillar 1 - OUTSTANDING ACHIEVEMENT- Lisa Malabago from the High School shared information on the Ford Foundation up to \$40,000 a year. Mrs. Malabago listed several students who have received major scholarships for next year.
- Pillar 2 - THRIVING CITIZEN -Luke Augsburg, Foster Elementary Administrator
- Pillar 3 - THRIVING COMMUNITY - Kelsey Young, City Manager - improving our communication plan between the City and School District to ensure that we have strong communication. We will be partnering with the library and city for a summer reading program
- Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE - Josh Darwood -Prep for our summer work, all warehouses are full. Installing new windows throughout the district that will enhance security.

**6. Consent Agenda**

- A. Approved minutes from the April 10, 2023 school board meeting
- B. Approved hire of David McNeil, Science Teacher at the Jr. High school for the 2023-2024 school year
- C. Approved hire of Serenity Wilson, Elementary Teacher at Hawthorne Elementary for the 2023-2024 school year
- D. Approved hire of Stefani Brown, Elementary Counselor-Mental Health Support for the district for the 2023-2024 school year



- 5A**
- E. Approved hire of Isabelle Rice, Kindergarten Teacher at Holley Elementary for the 2023-2024 school year
  - F. Approved job share; Hailey Schilling and Amber Rosa at Hawthorne Elementary for the 2023-2024 school year
  - G. Approved hire of Brian Brands, Director of Student Services for the 2023-2024 school year
  - H. Approved hire of Annika Zeigler, High School Language Art Teacher for the 2023-2024 School year
  - I. Approved hire of Christy Vough, High School Biology/Life Science Teacher for the 2023-24 school year
  - J. Approved hire of Lisa Collins, ESY Special Ed Teacher for the 2023-24 Summer School Program
  - K. Approved hire of Spencer Hart, Biology/Life Science Teacher at the High School for the 2023-24 school year
  - L. Approved hire of Robbie Ellis, Math Teacher at the Jr. High for the 2023-24 School year
  - M. Accepted resignation of Taylour Stanley-Valdez, Language Arts Teacher at the High School effective May 19, 2023
  - N. Approved hire of Josie Macklin, English Teacher at the High School for the 2023-2024 school year

**Motion No. 23-24: Board Member Mike Adams moved to approve the consent agenda as presented. Board Member Kevin Hill seconded the motion. The motion passed unanimously.**

**7. Information/Discussion**

- A. Budget Update- Kevin Strong, Business Manager gave a budget update YTD spending
- B. Update- Oak Heights Elementary School Renovation Project; Kevin Strong shared that we are currently in the process of selecting an engineer for the Oak Heights Elementary School Renovation project. A request for proposal (RFP) was issued on Wednesday, April 26. A public notice for the RFP was published in the Daily Journal of Commerce on that same day.
- C. Facility Report
- D. K-12 Math Adoption; Barbi Riggs, Director of Teaching and Learning shared the K-12 Math adoption choices. All math curriculum is State approved.

**8. Action Items**

M. Reynolds    Action

Adopt K-12 Math Curriculum

**Motion No. 24-25: Board Member Jim Gourley, moved to approve board the K-12 Math Curriculum as presented. Board Member Dale Keene seconded the motion. The motion passed unanimously.**

**9. Board Comments: NONE**

**12. Late Items: NONE**

**13. Future Agenda Items**

M. Reynolds    ALL Information

- A. Next Board Officers Meeting June 5, 2023 at 3:30 p.m. Superintendent's Office
- B. Next Board Meeting June 12, 2023 at 6:30 p.m. in DO Boardroom
- C. GRADUATION - June 9th, 2024 at 7:00 High School Stadium weather permitting

**15. Adjournment**

The meeting adjourned at 7:11 p.m.

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*Signature, Board Chairman*

Julie Emmert, Board Recording Secretary

(This meeting was also recorded and saved supt/board/audio)

May 15, 2023

To Whom it May Concern,

I am writing to inform you that I will be resigning from teaching math at the Sweet Home Junior High. I will be finishing out this year, unfortunately, I will not be able to return to teaching next year. I am thankful to have worked with such an amazing staff and I wish nothing but the best for everyone moving forward. If there is anything I can do to help with the transition to a new teacher next year please let me know.

Thank You,  
Whitney Grizzle

Resignation date 6/16/23

Sweet Home School District  
1920 Long St  
Sweet Home, OR  
97386

5/23/23

Dear Superintendent Terry Martin and Sweet Home School Board Members,

Please accept this letter as formal notification that I am resigning my position as Basic Life Skills Coordinator and Behavior Specialist at the end of this school year.

Thank you for the opportunity to work for the students and staff of Sweet Home School District. I wish everyone the best.

Sincerely,

A handwritten signature in cursive script that reads "Tamara White". The ink is dark and the signature is fluid.

Tamara White

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Brooklyn GilesPOSITION: Secondary School Counselor - Mental Health SupportJOB #: 30-2324DATE: 5/10/2023BUILDING: Sweet Home Junior HighADMINISTRATOR: Amanda Gavette

Does this candidate hold a current Oregon License?

yes

☐

no

☒

Does this candidate hold an Out-of-State License?

yes

☐

no

☒

Is this candidate in the process of obtaining an Oregon License?

yes

☒

no

☐Type of Endorsement: Licensed Clinical Social Worker

Have three reference checks been completed?

yes

☒

no

☐Effective Date: August 2023

## Other Information:

Would like to negotiate contract to include the following if possible:

- ① District pays for the cost to cover her clinical supervisor
- ② District considers purchasing an Electronic Health Record System, preferably Kareo

Office use only:

Superintendent review date:

Board approval date:

6/12/2023

# SWEET HOME SCHOOL DISTRICT 55

5E

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Caitlin Gillespie

POSITION: High School Language Arts Teacher

JOB #: 11-2324

DATE: May 25th, 2023

BUILDING: Sweet Home High School

ADMINISTRATOR: Ralph Brown - Raff / Brn

|  |     |                                     |    |                                     |
|--|-----|-------------------------------------|----|-------------------------------------|
| Does this candidate hold a current Oregon License?               | yes | <input checked="" type="checkbox"/> | no | <input type="checkbox"/>            |
| Does this candidate hold an Out-of-State License?                | yes | <input type="checkbox"/>            | no | <input checked="" type="checkbox"/> |
| Is this candidate in the process of obtaining an Oregon License? | yes | <input type="checkbox"/>            | no | <input checked="" type="checkbox"/> |

Type of Endorsement: Five-Year Secondary Teaching \*

Have three reference checks been completed? yes ☒ no ☐

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

### Other Information:

\* Caitlin doesn't have an English endorsement - so we will need a "Conditional Assignment Permit" - do I need to help her with this or do you? Whatever I can do to help, let me know.  
Kaitlin

Office use only:

Superintendent review date:

Board approval date:

6/12/2023

# SWEET HOME SCHOOL DISTRICT 55

5F

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Samuel Mexicano

POSITION: Spanish Teacher

JOB #: 29-2324

DATE: May 25-2023

BUILDING: High School

ADMINISTRATOR: Ralph Brown Ray J. Brown

Does this candidate hold a current Oregon License? yes ☒ no ☐  
Does this candidate hold an Out-of-State License? yes ☐ no ☒  
Is this candidate in the process of obtaining an Oregon License? yes ☐ no ☒

Type of Endorsement: Emergency Five-Year Professional Technical Teacher

Have three reference checks been completed? yes ☐ no ☒

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

ONLY 2-  
Waiting on 3rd

Other Information:

Sam listed he had a "five-year" ER endorsement, but he then also sent an email that he requested a license renewal from TSPC and that his intentions were to begin the remaining courses this coming academic year towards licensure. - Let me know if you need any help from me. ☺  
Kerrin

Office use only:

Superintendent review date: \_\_\_\_\_

Board approval date: \_\_\_\_\_

6/12/2023



## RECOMMENDATION TO HIRE

CANDIDATE NAME: Mark Looney  
POSITION: Hawthorne Principal  
JOB #: 31-2324  
DATE: 05/11/2023  
BUILDING: Hawthorne  
ADMINISTRATOR: Terry Martin

Does this candidate hold a current Oregon License?

yes ☒no ☐

Does this candidate hold an Out-of-State License?

yes ☐no ☒

Is this candidate in the process of obtaining an Oregon License?

yes ☒no ☐

Type of Endorsement: \_\_\_\_\_

Have three reference checks been completed?

yes ☒no ☐Effective Date: 8/1/2023

Other Information:

|  |  |
|--|--|
|  |  |
|--|--|

Office use only:

Superintendent review date: 5/11/23Board approval date: 6/12/2023

# SWEET HOME SCHOOL DISTRICT 55

5H

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Nate Tyler

POSITION: Principal Jr. High

JOB #: 34-2324

DATE: 5/25/2023

BUILDING: Jr. High School

ADMINISTRATOR: Terry Martin

Does this candidate hold a current Oregon License?

yes ☒ no ☐

Does this candidate hold an Out-of-State License?

yes ☐ no ☒

Is this candidate in the process of obtaining an Oregon License?

yes ☐ no ☐

Type of Endorsement: \_\_\_\_\_

Have three reference checks been completed?

yes ☒ no ☐

Effective Date: 8/1/2023

Other Information:

|  |  |
|--|--|
|  |  |
|--|--|

Office use only:

Superintendent review date:

Board approval date:

5/12/2023

Elijah P. Heide  
503-459-2338  
1371 Washington Street  
Independence, OR 97351

June 5th, 2023

To whom it may concern,

Please accept this email as my formal Letter of Resignation as the Director of Bands for the Sweet Home School District effective the end of the current contract year. I will be finishing out the school year but will not be returning for next school year, 2023-2024.

After careful consideration and much thought, I have determined that the distance from where I live to where I work has been too much of a financial burden as well as putting too much of a personal burden on my family. Over the past eight years, I have enjoyed my time teaching band and music to my 6th-12th grade students and I have thoroughly enjoyed seeing the 6th grade beginners progress year after year into the musicians they become in high school.

My time at Sweet Home High School has been filled with support from other staff members and the administration. I am grateful for being given the opportunity, right out of college, to be the director of bands for these past eight years. I am confident that whoever takes over the position as Director of Bands will be completely supported by staff and administrators.

I hope you understand my decision and accept my resignation. If there are any formalities that need to be completed before I leave, please do not hesitate to let me know.

Sincerely,  
Elijah Heide

## SWEET HOME SCHOOL DISTRICT 55

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Zech BrownPOSITION: Forestry InstructorJOB #: 25-2324DATE: June 7, 2023BUILDING: High SchoolADMINISTRATOR: Ralph Brown Ralph Brown

|  |     |                          |    |                                     |
|--|-----|--------------------------|----|-------------------------------------|
| Does this candidate hold a current Oregon License?               | yes | <input type="checkbox"/> | no | <input checked="" type="checkbox"/> |
| Does this candidate hold an Out-of-State License?                | yes | <input type="checkbox"/> | no | <input checked="" type="checkbox"/> |
| Is this candidate in the process of obtaining an Oregon License? | yes | <input type="checkbox"/> | no | <input checked="" type="checkbox"/> |

Type of Endorsement: CTE Endorsement\*Have three reference checks been completed? yes ☒ no ☐

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

## Other Information:

\* Dale Moon, our Regional CTE Advisor, will be working with Zech for CTE endorsement and assist with lining up the necessary classes he will need. I'm not sure what we need to do on our end to help Zech with TSPC - let me know if I should be doing something! Kristin

## Office use only:

 Superintendent review date: 6/7/2023  
 Board approval date: 6/12/2023

## RECOMMENDATION TO HIRE

CANDIDATE NAME: Bailey BronsonPOSITION: Full Time Art Sub. Elem + SecondaryJOB #: 262324DATE: 6/7/2023BUILDING: DistrictwideADMINISTRATOR: Superintendent Martin

|  |     |                                     |    |                                     |
|--|-----|-------------------------------------|----|-------------------------------------|
| Does this candidate hold a current Oregon License?               | yes | <input checked="" type="checkbox"/> | no | <input type="checkbox"/>            |
| Does this candidate hold an Out-of-State License?                | yes | <input type="checkbox"/>            | no | <input checked="" type="checkbox"/> |
| Is this candidate in the process of obtaining an Oregon License? | yes | <input type="checkbox"/>            | no | <input checked="" type="checkbox"/> |

Type of Endorsement: \_\_\_\_\_

Have three reference checks been completed? yes ☒ no ☐Effective Date: 8/28/2023

Other Information:

|  |  |
|--|--|
|  |  |
|--|--|

|                             |                  |
|-----------------------------|------------------|
| Office use only:            |                  |
| Superintendent review date: | <u>6/7/23</u>    |
| Board approval date:        | <u>6/12/2023</u> |



YTD GENERAL FUND SPENDING COMPARED TO ADOPTED BUDGET & YTD SPENDING LAST YEAR

BY OBJECT CODE

05/31/2023

2022-2023 Spending by Function

| Function         | Budget     | Actual     | % of Budget |
|------------------|------------|------------|-------------|
| 1000 Instruction | 15,018,420 | 11,216,100 | 74.7%       |
| 2000 Support     | 11,815,799 | 9,725,229  | 82.3%       |
| 3000 Community   | 358,711    | 295,948    | 83.0%       |
| 5200 Transfers   | 1,257,500  | 1,257,500  | 100.0%      |
|                  | 28,448,430 | 22,494,775 | 79.1%       |

| OBJECT    | DESCRIPTION                             | 2022-23<br>Adopted<br>Budget | YTD<br>as of 4/30/22 | YTD<br>as of 4/30/23 | Year-to-Year<br>Increase/<br><Decrease> | Spending<br>as a % of<br>budget |
|-----------|---|------------------------------|----------------------|----------------------|---|---------------------------------|
| 0111/0123 | Licensed Salaries                       | 6,774,423                    | 4,177,373            | 4,745,501            | 568,128                                 | 70.1%                           |
| 0112/0124 | Classified Salaries                     | 4,471,967                    | 3,432,014            | 4,084,713            | 652,699                                 | 91.3%                           |
| 0113/0114 | Administrators/Managers                 | 1,748,364                    | 1,545,413            | 1,537,836            | (7,577)                                 | 88.0%                           |
| 0121      | Substitutes - Licensed                  | 241,000                      | 214,543              | 323,956              | 109,413                                 | 134.4%                          |
| 0122      | Substitutes - Classified                | 421,000                      | 248,852              | 266,808              | 17,956                                  | 63.4%                           |
| 0132      | Overtime                                | 32,000                       | 33,157               | 43,915               | 10,758                                  | 137.2%                          |
| 0134/0135 | Extra Duty                              | 373,980                      | 348,639              | 345,116              | (3,523)                                 | 92.3%                           |
| 0210      | Public Employees Retirement Sys.        | 1,602,266                    | 965,721              | 978,214              | 12,493                                  | 61.1%                           |
| 0213      | PERS Debt Service                       | 1,810,257                    | 1,207,232            | 1,519,170            | 311,938                                 | 83.9%                           |
| 0220      | Social Security                         | 1,075,800                    | 732,974              | 830,336              | 97,362                                  | 77.2%                           |
| 0231      | Worker's Compensation                   | 130,326                      | 94,278               | 103,995              | 9,717                                   | 79.8%                           |
| 0232      | Unemployment Compensation               | 42,023                       | 19,093               | 21,826               | 2,733                                   | 51.9%                           |
| 0240      | Contractual Employee Benefits           | 3,053,000                    | 1,776,361            | 2,001,991            | 225,630                                 | 65.6%                           |
| 0241      | Tuition Reimbursement - Admin.          | 10,000                       | 0                    | 4,403                | 4,403                                   | 44.0%                           |
| 0242      | Tuition Reimbursement - Certified       | 20,000                       | 11,329               | 279                  | (11,050)                                | 1.4%                            |
| 0243      | Conference/Wrkshp Reimb. - Cert.        | 10,000                       | 0                    | 0                    | 0                                       | 0.0%                            |
| 0244      | Conference/Wrkshp Reimb. - Classif.     | 2,500                        | 0                    | 0                    | 0                                       | 0.0%                            |
| 0245      | District Paid Deferred Comp             | 32,750                       | 19,855               | 9,861                | (9,994)                                 | 30.1%                           |
| 0249      | Personal Choice Enroll Fee              | 2,000                        | 1,235                | 1,235                | 0                                       | 61.8%                           |
| 0312/0319 | Instructional Services                  | 45,000                       | 1,650                | 0                    | (1,650)                                 | 0.0%                            |
| 0321      | Cleaning Services                       | 15,000                       | 11,284               | 12,114               | 830                                     | 80.8%                           |
| 0322      | Repairs and Maintenance Services        | 54,760                       | 44,459               | 46,628               | 2,169                                   | 85.1%                           |
| 0324      | Rentals                                 | 8,000                        | 1,537                | 706                  | (831)                                   | 8.8%                            |
| 0325      | Electricity                             | 378,000                      | 240,582              | 265,135              | 24,553                                  | 70.1%                           |
| 0326      | Fuel (Heating)                          | 226,000                      | 152,605              | 231,481              | 78,876                                  | 102.4%                          |
| 0327      | Water and Sewage                        | 244,000                      | 155,224              | 156,156              | 932                                     | 64.0%                           |
| 0328      | Garbage                                 | 90,500                       | 50,407               | 51,566               | 1,159                                   | 57.0%                           |
| 033X      | Other Transportation                    | 77,850                       | 13,190               | 62,785               | 49,595                                  | 80.6%                           |
| 0340      | Travel                                  | 38,555                       | 36,637               | 46,215               | 9,578                                   | 119.9%                          |
| 0351/9    | Telephone/Data Communications           | 147,800                      | 144,949              | 142,947              | (2,002)                                 | 96.7%                           |
| 0353      | Postage                                 | 25,000                       | 33,131               | 14,297               | (18,834)                                | 57.2%                           |
| 0354      | Advertising/Public Notices              | 3,500                        | 2,808                | 2,185                | (623)                                   | 62.4%                           |
| 0355      | Printing and Binding                    | 42,475                       | 734                  | 3,198                | 2,464                                   | 7.5%                            |
| 0360      | Charter School Payments                 | 1,300,000                    | 963,871              | 1,075,437            | 111,566                                 | 82.7%                           |
| 0374      | Other Tuition                           | 35,000                       | 22,497               | 8,310                | (14,187)                                | 23.7%                           |
| 0381      | Audit Services                          | 27,000                       | 30,800               | 28,750               | (2,050)                                 | 106.5%                          |
| 0382      | Legal Services                          | 30,000                       | 10,552               | 11,116               | 564                                     | 37.1%                           |
| 0384      | Negotiation Services                    | 8,000                        | 0                    | 0                    | 0                                       | 0.0%                            |
| 0388      | Election Services                       | 5,000                        | 0                    | 0                    | 0                                       | 0.0%                            |
| 0389      | Other Non-instructional Prof/Tech       | 590,500                      | 430,967              | 477,683              | 46,716                                  | 80.9%                           |
| 0410      | Supplies and Materials (incl. bus fuel) | 374,600                      | 437,003              | 402,536              | (34,467)                                | 107.5%                          |
| 0412/413  | Supplies Tires & Vehicle Parts          | 85,000                       | 20,401               | 44,404               | 24,003                                  | 52.2%                           |
| 0414      | Supplies Custodial                      | 133,000                      | 101,596              | 137,778              | 36,182                                  | 103.6%                          |
| 0415      | Supplies Maintenance                    | 372,800                      | 308,374              | 380,218              | 71,844                                  | 102.0%                          |
| 0416      | Supplies Grounds                        | 26,000                       | 21,542               | 35,777               | 14,235                                  | 137.6%                          |
| 0417      | Supplies Maintenance Vehicles           | 8,000                        | 7,204                | 9,097                | 1,893                                   | 113.7%                          |
| 0420      | Textbooks                               | 1,970                        | 1,871                | 0                    | (1,871)                                 | 0.0%                            |
| 0430      | Library Books                           | 14,730                       | 18,574               | 5,699                | (12,875)                                | 38.7%                           |
| 0440      | Periodicals                             | 3,305                        | 1,267                | 2,086                | 819                                     | 63.1%                           |
| 0460      | Non-consumable Items                    | 272,163                      | 139,048              | 99,706               | (39,342)                                | 36.6%                           |
| 0470      | Computer Software                       | 49,391                       | 74,207               | 65,387               | (8,820)                                 | 132.4%                          |
| 0480      | Computer Hardware                       | 100,295                      | 132,846              | 132,392              | (454)                                   | 132.0%                          |
| 052x/054x | Equipment Acquisition                   | 60,000                       | 10,200               | 0                    | (10,200)                                | 0.0%                            |
| 0640      | Dues and Fees                           | 71,080                       | 98,621               | 75,721               | (22,900)                                | 106.5%                          |
| 0651/5    | Liability Insurance & Settlements       | 115,000                      | 89,377               | 111,887              | 22,510                                  | 97.3%                           |
| 0653      | Property Insurance Premiums             | 258,000                      | 253,005              | 278,723              | 25,718                                  | 108.0%                          |
| 0711      | Transfer to Josai                       | 7,500                        | 7,500                | 7,500                | 0                                       | 100.0%                          |
| 0712      | Transfer to Long Term Maintenance       | 900,000                      | 750,000              | 900,000              | 150,000                                 | 100.0%                          |
| 0713      | Transfer to PERS Reserve Fund           | 100,000                      | 100,000              | 100,000              | 0                                       | 100.0%                          |
| 0715      | Transfer to Curriculum/Tech. Fund       | 250,000                      | 100,000              | 250,000              | 150,000                                 | 100.0%                          |
|           |   | 28,448,430                   | 19,848,589           | 22,494,775           | 2,646,186                               | 79.1%                           |

6A





**B6A**

## **MEMORANDUM**

---

**To:** Board of Directors  
**From:** Kevin Strong  
**Subject:** Free Breakfasts and Lunches for all Students  
**Date:** June 2, 2023

We received notification today that we can continue offering free breakfasts and lunches to all students for another four years through the Community Eligibility Provision (CEP) program.

Program benefits included increased school meal participation, no stigma for students who receive free lunch, reduced administrative paperwork and cost savings for Sweet Home households.

A number of staff members helped gather the information necessary for our application and I am grateful for their efforts.



# Oregon

Tina Kotek, Governor



**OREGON**  
**DEPARTMENT OF**  
**EDUCATION**

*Oregon achieves . . . together!*

**Colt Gill**

Director of the Oregon Department of Education

DATE: June 2, 2023

TO: Amber Walker, Nutrition Services Director

RE: Community Eligibility Provision Approval

Sponsor Name: Sweet Home SD 55

Agreement #: 2219004

The Oregon Department of Education Child Nutrition Programs (ODE CNP) approves the following sites to participate in the USDA Community Eligibility Provision (CEP):

**Participation Type:** District Wide  
**Claiming ISP:** 46.47%  
**Free Claiming Percentage:** 74.35%

**Collection Date:** 4/1/2023  
**Effective Date:** 7/1/2023  
**First Year:** SY 2023 – 2024  
**Last Year:** SY 2026 – 2027

|   | Site Name                     | ODE<br>Inst ID | CNPweb<br>Site ID | Identified<br>Students | Enrollment | Identified<br>Percentage |
|---|-------------------------------|----------------|-------------------|------------------------|------------|--------------------------|
| 1 | Foster Elementary School      | 662            | 10785             | 177                    | 323        | 54.80%                   |
| 2 | Hawthorne Elementary School   | 663            | 10786             | 147                    | 296        | 49.66%                   |
| 3 | Holley Elementary School      | 664            | 10787             | 70                     | 172        | 40.70%                   |
| 4 | Oak Heights Elementary School | 666            | 10788             | 171                    | 321        | 53.27%                   |
| 5 | Sweet Home Junior High School | 668            | 10783             | 166                    | 374        | 44.39%                   |
| 6 | Sweet Home High School        | 669            | 10782             | 262                    | 651        | 40.25%                   |
|   |                               |                |                   | 993                    | 2,137      |                          |

During CEP operations, sponsors are reminded to ensure these activities:

#### **CNPweb Updating**

Please make sure your site application in CNPweb reflects CEP participation for both breakfast and lunch.

#### **Record Retention**

This documentation must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year of CEP. Failure to maintain and have records available during the Administrative Review will result in fiscal action from the beginning of the school year to the date of the onsite portion of the Administrative Review.

#### **Notification Procedures**

To notify households that meals will be at no charge while the school(s) are participating in CEP, please use the CEP Sample *Notification Letter* to Households located under the section titled "CEP Resources, Calculators, and Template Letters" on the [Special Provisions](#) webpage.

**Agreement**

A copy of the signed agreement with ODE CNP for your organization to operate the CEP is attached for your records.

If you have any questions, please contact your assigned Child Nutrition Specialist.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dustin Melton', followed by a stylized flourish.

Dustin Melton, MS  
Director, Child Nutrition Programs  
Office of Child Nutrition, Research, Accountability, Fingerprinting and Transportation  
(503) 947-5888, [dustin.melton@ode.state.or.us](mailto:dustin.melton@ode.state.or.us)

Enclosure: Signed Agreement  
cc: Kevin Strong, Business Manager

**RESOLUTION #02-2223**

WHEREAS, the Sweet Home School District Board of Directors established the Long Term Maintenance Fund in 2004 so the District would not have to rely entirely on bonds to make capital improvements and major repairs.

WHEREAS, the Board is committed to safe, secure and welcoming school facilities for students.

Be it resolved that the Board of Directors of Sweet Home School District #55 hereby adopts the following budget adjustment for the 2022-23 fiscal year:

1. Transfer \$750,000 from the General Fund to the Long Term Maintenance Fund.

The above resolution statement was approved and declared adopted on this 12<sup>th</sup> day of June 2023.

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Board Chairman Signature

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Superintendent Signature

**RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,  
AND IMPOSING AND CATEGORIZING TAXES**

**7B**

BE IT RESOLVED that the **Board of Directors of Sweet Home School District #55** hereby adopts the budget for the fiscal year 2023-2024 in a total sum of \$65,236,782 now on file in the District Business Office.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:

|  |                      |                                       |                      |
|--|----------------------|---------------------------------------|----------------------|
| <u>GENERAL FUND (100)</u>                |                      | <u>SPECIAL REVENUE FUND (200-299)</u> |                      |
| Instruction                              | \$16,075,745         | Instruction                           | \$6,491,726          |
| Supporting Services                      | 12,837,573           | Supporting Services                   | 4,451,248            |
| Enterprise & Community Services          | 433,390              | Enterprise & Community Services       | 1,707,784            |
| Facilities Acquisition & Construction    | 0                    | Facilities Acquisition & Construction | 3,300,000            |
| Transfers                                | 1,757,500            | Other Uses - UAL Payment to PERS      | 0                    |
| Debt Service                             | 0                    | Operating Contingency                 | 6,815,084            |
| Operating Contingency                    | 3,684,800            |                                       |                      |
| <b>Total General Fund</b>                | <b>\$ 34,789,008</b> | <b>Total Special Revenue Fund</b>     | <b>\$22,765,842</b>  |
| <u>DEBT SERVICE FUND (300, 310, 320)</u> |                      | <u>CAPITAL IMPROVEMENT FUND (400)</u> |                      |
| Supporting Service                       | \$5,000              | Instruction                           | \$ 0                 |
| Debt Service Fund Payments               | 4,975,260            | Supporting Services                   | 0                    |
| *Unappropriated – Committed (PERS funds) | 1,886,740            | Facilities Acquisition & Construction | 0                    |
| *Unappropriated – Restricted (GO fund)   | 223,000              | Operating Contingency                 | 591,932              |
| <b>Total Debt Service Fund</b>           | <b>\$7,090,000</b>   | <b>Total Capital Improvement Fund</b> | <b>\$591,932</b>     |
| <u>TRUST AND AGENCY FUND (701-720)</u>   |                      | <b>TOTAL APPROPRIATIONS ALL FUNDS</b> | <b>\$63,127,045</b>  |
| Instruction                              | \$ 0                 | <b>TOTAL UNAPPROPRIATED ALL FUNDS</b> | <b>\$2,109,740</b>   |
| Support Services                         | 0                    |                                       |                      |
| Operating Contingency                    | 0                    |                                       |                      |
| <b>Total Trust and Agency Fund</b>       | <b>\$ 0</b>          | <b>TOTAL BUDGET:</b>                  | <b>\$ 65,236,782</b> |

\*(Unappropriated funds are not appropriated)

BE IT RESOLVED that the **Board of Directors of Sweet Home School District #55** hereby imposes the taxes provided for in the adopted budget at the rate of \$5.0057 per \$1,000 of assessed value for operations; \$0.30 per \$1,000 of assessed value for the local option; and in the amount of \$1,827,000 for bonds; and that these taxes are hereby imposed and categorized for tax year 2023-2024 upon the assessed value of all taxable property within the district.

**Education Limitation****Excluded from  
Education Limitation**

General Fund                      \$5.0057 /\$1,000  
Local Option                      \$0.3000 /\$1,000  
Debt Service Fund

\$1,827,000

GASB Statement 54, issued by the Government Accounting and Standards Board, requires fund balances to be reported in classifications that "comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent."

The ending balance for all funds must be designated per the following categories set forth by GASB 54:

- **Non-spendable** – Funds which cannot be spent.
- **Restricted** – Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.)
- **Committed** – Amounts whose use is constrained by limitations that a government imposes upon itself.
- **Assigned** – Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
- **Unassigned** – Available for any purpose. (Reported only in the General Fund.)

#### Assignments

Authority to classify portions of ending fund balance as Assigned is hereby granted to the Superintendent and Business Manager.

#### Spending as it Relates to Ending Fund Balance Policy

The Board of Directors considers the spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

NOW THEREFORE the Board of Directors for the Sweet Home School District hereby make the following designations of FY 2022-2023 ending fund balances and revenues for specific uses in FY 2023-2024:

1. **Committed Fund Balances** – The ending balance of each of the following funds is "**Committed**" in accordance with the purposes stated for each fund or program in the FY 2023-2024 adopted budget:
  - PERS Debt Service Fund 310 for 2002 Series Borrowing
  - PERS Debt Service Fund 320 for 2003 Series Borrowing
2. The General Fund is unassigned. All other non-fiduciary funds are either assigned or restricted.

GASB 54 only applies to governmental funds. Trust and Agency funds do not report a fund balance in the basic financial statements.

The above resolution statements were approved and declared adopted on this 12<sup>th</sup> day of June 2023.

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Board Chairman Signature

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Superintendent Signature





7C

## MEMORANDUM

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**To:** Board of Directors

**From:** Josh Darwood  
Kevin Strong

**Subject:** Board Approval Request – Oak Heights Elementary School Renovation

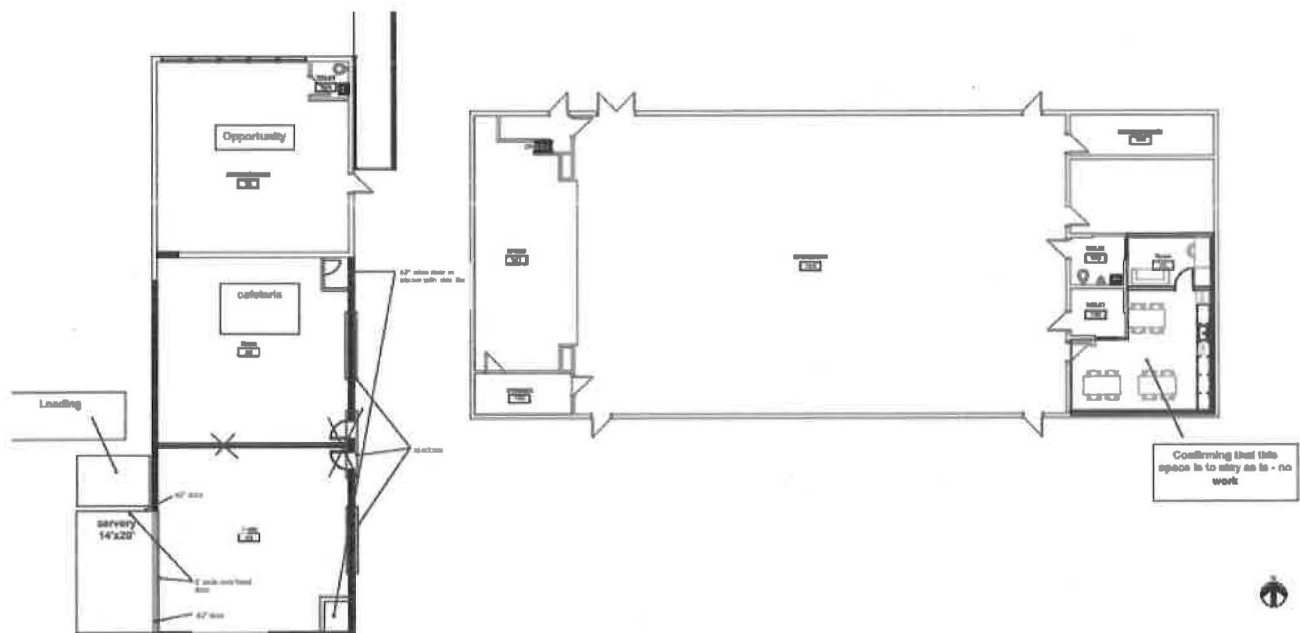
**Date:** June 1, 2023

We request Board approval to utilize federal Elementary and Secondary School Emergency Relief (ESSER) funds for renovation costs outside of the scope of the \$2.5 million seismic grant that the Sweet Home School District was recently awarded. Preliminary plans include a new front entrance allowing office staff to see who is approaching the school, a cafeteria space separate from the gym, a new library and an extra classroom.

The ESSER funds must be spent by September 30, 2024 and this project will help ensure that the funds are fully utilized.

The next page includes a preliminary floorplan showing the improvements being considered for Oak Heights.

The Oak Heights renovation will be the seventh major facility improvement project over the past eight years funded without increasing the tax rate. The prior projects were the Husky Field turf and track project, the Sweet Home High School auditorium renovation, the Hawthorne Elementary School renovation, the Foster Elementary School renovation, the Holley Elementary School renovation, and the Sweet Home Junior High School renovation.



# Sweet Home School District 55

Code: AC-AR  
Adopted: 11/12/19  
Revised/Readopted: 12/13/21; 4/11/22  
Orig. Code: AC-AR

## Discrimination Complaint Procedure

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

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

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

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

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

**Step 3** If the superintendent was not the decision maker in the previous step, a complainant who wishes to appeal a decision reached in step 2 may appeal the decision within five school days to the superintendent. The superintendent shall review such decision within 10 school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the designee's decision. The superintendent will respond in writing to the complainant within 10 school days.

**Step 4:** If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~30~~10 days of receipt of the appeal by the Board ~~this meeting~~.

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

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair.

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

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

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the ~~initial~~<sup>initialing</sup> filing of the complaint, may appeal<sup>1</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

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

### DISCRIMINATION COMPLAINT FORM

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

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

Date \_\_\_\_\_

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

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

Type of discrimination:

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Corrected 4/19/23

# Sweet Home School District 55

Code: EHB  
Adopted:

## Cybersecurity

*{Optional policy. OSBA recommends consulting with your IT professionals prior to adoption.}*

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. **Information Confidentiality:** The ability to access or modify information is provided only to authorized users for authorized purposes;
2. **Information Integrity:** The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. **Information Availability:** The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy[ and accompanying administrative regulation] applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 192  
ORS 332.107

ORS 336.184  
ORS 646A.600 - 646A.626

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.



# Sweet Home School District 55

Code: EHB-AR  
Revised/Reviewed:

## Cybersecurity

*{Optional AR.}*

Throughout its lifecycle, an information system that stores, processes or transmits district data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the [Information Technology Department], given the level of sensitivity, value and criticality that the district data has to the district.

Individuals who are authorized to access district data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

### Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the superintendent to oversee the information security program. The ISO will be a senior-level employee in the district. The responsibilities of the ISO include the following:

1. Developing and implementing a district-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of district data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins[; and] [.]
6. [Implementing an IT security audit.]

“Data owner” means a management-level employee of the district who oversees the lifecycle of one or more sets of district data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to district data;
2. Determining the appropriate criteria for obtaining access to district data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of district data;
4. Understanding and approving how district data is stored, processed, and transmitted by the district and by third-party agents of the district; and

5. Understanding how district data is governed by district policies, state and federal regulations, contracts and other legal binding agreements.

“Data custodian” means an employee of the [Information Technology Department] who has administrative and/or operational responsibility over district data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how district data is stored, processed and transmitted by the district and by third-party agents of the district;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of district data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of district data;
4. Provisioning and deprovisioning access to district data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of district data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User,” for the purpose of information security, means any employee, contractor or third-party agent of the district who is authorized to access District Information Systems and/or district data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of district data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of district data to a manager or the [Information Technology Department]; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of district data to the [Information Technology Department].

### **Classification of Information**

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the district should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All district data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the district or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by confidentiality

agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.<sup>1</sup>

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the district or its affiliates. By default, all district data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the district and its affiliates. Examples of public data include information intended for broad use within the district community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

*{Examples may vary based on the needs of the district.}*

## **Online Services and Applications**

District employees are encouraged to research online services or applications to support the pursuit of district objectives. However, district employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data, until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects district data. This prior approval is required whether or not the software or online service is obtained or used without charge.

## **Implementation**

The [Information Technology Department] is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

## **Violations of Policy and Misuse of Information**

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the

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<sup>1</sup> These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

explicit requirements of data owners for the proper management, use and protection of information resources.

Violations may result in disciplinary action in accordance with district policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are [encouraged] to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.

# Sweet Home School District 55

Code:

GCBDF/GDBDF

Adopted:

## Paid Family Medical Leave Insurance \*

(Version 2)

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

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

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

END OF POLICY

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**Legal Reference(s):** ORS 657B.210 – 657B.260

OAR 471-070-2200 - 2460

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

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

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

# Sweet Home School District 55

Code:

ICB

Adopted:

## Religious and Cultural Holidays\*\*

*{Optional policy. The district could adopt portions of the policy or make changes to better meet the district's needs. If the district adopts this policy, OSBA encourages the district to engage the community to determine what the major holidays are in your community.}*

### Accommodation for Religious Instruction and Cultural Observance

The district recognizes each student's individual right to free exercise of religion. The district may accommodate students' religious or cultural<sup>1</sup> observance, while neither promoting one religion or culture over another nor preferring religion over non-religion. Specific requests for religious or cultural accommodation should be directed to the student's teacher or principal [in accordance with Board policy IGBHD - Program Exemptions].

### Release Time for Religious and Instruction and Cultural Holidays

The district will permit elementary and secondary school students to be released from school each week consistently for religious instruction in accordance with Oregon law [and Board policy JEF - Release Time for Religious Instruction].

### Accommodation of Absences for Religious [and Cultural Reasons]

Any student unable to attend classes on a particular day due to religious beliefs [or cultural observance] shall be excused from attendance requirements for that day. No such absence shall be counted against a student in determining eligibility for educational benefits, exclusion from programs, reduction of grades or failure.

### Scheduling Around Major Religious and Cultural Holidays

For purposes of this policy, "major religious or cultural holidays"<sup>2</sup> are holidays, observance of which: (1) is common among adherents of a student's religion or culture; (2) include ritual or worship obligations or practices that cannot reasonably be fulfilled during school activities;<sup>3</sup> and (3) fulfillment of such obligations or practices would necessarily conflict with scheduled school activities.<sup>4</sup>

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<sup>1</sup> An example of a major non-religious cultural holiday would be the Chinese New Year.

<sup>2</sup> Districts are encouraged to engage with the community to identify holidays that are observed by students, staff and community members that would be considered major religious or cultural holidays.

<sup>3</sup> For example, holiday-related dietary restrictions may still be observed while at school, but group prayer or ritual hymns may not.

<sup>4</sup> If such obligations occur in the evening, then there would be no constraints on scheduling such activities during the school day, so long as the students will be timely released to engage in such evening activities.



1. **Schoolwide and Gradewide Events.** Schools should avoid scheduling important events that by their nature cannot be made up (such as picture day, open house, prom, graduation, and Outdoor School) on days that conflict with major religious or cultural holidays that may impact student attendance or participation. Such events shall be scheduled on major religious or cultural holidays only if such scheduling is reasonably necessary to carry out the proper functioning of a school program or course of study, to avoid an unreasonable burden on other students, or if such scheduling is outside the control of school employees.

The district will make a good faith effort to identify major religious or cultural holidays observed in the local community by consulting generally accepted sources of information. Students and families may request that one or more holidays from their religious or cultural tradition be included on the district's list of major religious or cultural holidays under this policy.

2. **Field Trips, Cocurricular and Extracurricular Activities.** When scheduling other special events such as field trips, try-outs, plays, concerts and major cocurricular and extracurricular activities, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Staff will inform students and parents of plans as far in advance as possible, so that conflicts with major religious or cultural holidays can be avoided, if it is possible to do so without making burdensome demands on programs or other students, and otherwise accommodated if not. Parents and students are encouraged to communicate their need for accommodation to the school, for major religious or cultural holidays not already recognized by the district.

The field trip approval process will include a question about scheduling and major religious or cultural holidays. For a field trip to be scheduled on a major religious or cultural holiday, an administrator must review and approve the request. Administrator approval is also required to schedule a major cocurricular or extracurricular activity on a major religious or cultural holiday when scheduling is within the control of the school or district.

3. **Tests and Assignments.** Any tests and assignments a student misses because of religious instruction or religious or cultural observances shall be given to the student at another time. Teachers shall provide students a meaningful opportunity and reasonable time to make up missed classwork, tests, quizzes, and final exam reviews, and to complete homework due on that day or the following school day. When scheduling tests, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Make-up opportunities will not be required of a student on the school day immediately after a student is absent from school to observe a major religious or cultural holiday.
4. **Final Exams.** Final exams are scheduled based on the district-adopted calendar. The Board should consider the likely resulting exam schedule and possible conflicts with major religious or cultural holidays as they consider calendar options.

## **Communication**

The superintendent will prepare guidelines implementing this policy, including a list of major religious holidays and cultural holidays, which will be communicated to staff. School staff will be informed at least twice per year of dates of major religious or cultural holidays. Parents will be informed at least annually about this policy and their student's right to request accommodation. Information including a list of major



religious or cultural holidays will be made available on the district website. Parents are encouraged to communicate their student's need for accommodation to the school.

The superintendent shall reconsider the scope of this policy and recommend changes to the Board as needed if the total number of school days identified as major religious or cultural holidays is likely to impose an unreasonable burden on the district's ability to schedule important school events.

END OF POLICY

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**Legal Reference(s):**

ORS 336.035(2)  
ORS 336.465  
ORS 336.615  
ORS 336.625

ORS 336.635  
  
OAR 581-002-0035  
OAR 581-021-0009

OAR 581-021-0071  
OAR 581-022-2050  
OAR 581-022-2110  
OAR 581-022-2505

# Sweet Home School District 55

Code: IGBHD  
Adopted: 10/12/98  
Revised/Readopted: 11/14/22  
Orig. Code(s): IGBHD

## Program Exemptions\*\*

~~The district~~~~The Board~~ may excuse students from a state-required program or learning activity for reasons of religion, disability<sup>1</sup> or other reasons deemed appropriate by the district.

An alternative education program for credit may be provided.

When granted, the Board's approval of an alternative is based upon and includes:

1. A written request from the student and the student's parents or guardian listing the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt;
2. An evaluation of the request and approval by appropriate school personnel (the alternative should be consistent with the student's educational progress and career goals as described in OAR 581-022-2270 and OAR 581-022-2060).

Following approval by the Board at one of its scheduled meetings, and upon completion of the alternative, credit shall be granted to the student.

END OF POLICY

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Legal Reference(s):

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<sup>1</sup> If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

ORS 336.035(2)  
ORS 336.465  
ORS 336.615  
ORS 336.625

ORS 336.635  
OAR 581-002-0035  
OAR 581-021-0009

OAR 581-021-0071  
OAR 581-022-2050  
OAR 581-022-2110  
OAR 581-022-2505

**Cross Reference(s):**

IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education  
JED - Student Absences and Excuses

Corrected 4/19/23