



Gladstone School District 115

Growing Great People

17789 Webster Road, Gladstone Oregon 97027

Bob Stewart, Superintendent – 503.655.2777 – Fax 503.655.5201

SCHOOL BOARD MEETING REGULAR SESSION July 8, 2020 6:30 PM

As per the Office of the Governor, State of Oregon Executive Order 20-16, School Board Meetings will meet in a virtual setting:

VIRTUAL MEETING - Zoom Meeting:

<https://us04web.zoom.us/j/77364889255?pwd=VTdnU1pFNHItS0EzSHlhMlpmZUJtUT09>

Meeting ID: 773 6488 9255 Password: 5RtHqt

AGENDA

1. CALL MEETING TO ORDER
2. ELECTION OF OFFICERS
 - a. Election of School Board Chair and Vice Chair, 2020-21
3. ACTION ITEMS
 - a. Approve Minutes
 - b. Authorize Applications for Federal/State Funds
 - c. Approve Change in Account Authorized Signers
 - d. Approve Student Fees, 2020-21 School Year
 - e. Approve Policies Section G - Personnel for Second Reading & Adoption
 - f. Approve Revised Policies in Section G – Personnel for Second Reading & Adoption
 - g. Approve License Elections
- 3b. EXECUTIVE SESSION

The Board may meet in executive session under ORS 192.660(1) and under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent. The Board will return to the regular session and continue with action items after the executive session.

 - h. Approve Contract Extension for Assistant Superintendent
 - i. Approve Contract Extension for Director of Finance and Operations
 - j. Approve Contract Extension for Superintendent
4. PUBLIC PARTICIPATION

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 pm on Wednesday, July 8, 2020. Please email Natalie Weninger with relevant public comment at weningern@gladstone.k12.or.us
5. SUPERINTENDENT'S REPORT
 - a. Financial Report
 - b. Personnel – Information Only
 - c. Reopening Process - Draft
 - d. Legislative Update
6. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS
 - a. August Board Work Session
7. ADJOURNMENT

The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, August 12, 2020. During Oregon's school closure, virtual meeting links will be posted for all meetings.

Agenda items for the next regular School Board meeting:
Financial Report

Jay Schmidt, School Board Chair
Bob Stewart, Superintendent

PUBLIC PARTICIPATION IN VIRTUAL MEETINGS

1. A visitor may be recognized by the Chair if an email has been received by 4:00 pm on the date of the meeting. The speaker must identify themselves with their full name and address, and stating their purpose for appearing.
2. A group of visitors with a common purpose will designate a spokesperson to speak for the group.
3. Anyone wishing to address the Board/Committee on any item may do so during the public comments section of the agenda at the invitation of the Chair. The Board/Committee reserves the right to delay discussion of any item presented to later in the meeting or at a subsequent meeting. So, the Board can give thoughtful responses, questions to the Board need to be submitted by email.
4. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda.
5. At the discretion of the Chair, when meetings are large or controversial, anyone wishing to speak before the Board/Committee, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing an email to the Board secretary by 4:00 pm of the meeting date. This will help the Chair provide adequate time for each agenda item.
6. Statements by members of the public should be concise and will be limited to three (3) minutes.
7. Speakers may offer objective criticism of school operations and programs but the Board/Committee will not hear complaints concerning specific school personnel. The Chair will direct the visitor to the appropriate means for Board/Committee consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every public meeting agenda.
9. During virtual meetings – your video and microphone will be turned on only at the direction of the Chair.

Board of Directors:

Jay Schmidt, Chair, Steve Stewart, Vice Chair, Tracey Grant, Greg Lind, Stacie Moncrief, Jeremy Schumacher, Erik Richter

SUPERINTENDENT'S REPORT

July 8, 2020

1. CALL REGULAR SESSION TO ORDER
2. OATH OF OFFICE/ELECTION OF OFFICERS

- a. Election of School Board Chair and Vice Chair, 2020-2021

School Board Policy BC/BCA - School Board Organization, calls for the Board to elect one of its members as chair and vice chair at the regular meeting in July.

The following resolution is recommended for approval:

Board Chair

(20-XX) BE IT RESOLVED, that _____ is elected chairperson of the Gladstone School District Board of Directors for the term July 1, 2020, until the first scheduled meeting in July, 2021.

Vice Chair

(20-XX) BE IT RESOLVED, that _____ is elected vice chairperson of the Gladstone School District Board of Directors for the term July 1, 2020, until the first scheduled meeting in July, 2021.

3. ACTION ITEMS

- a. Approve Minutes

The following resolution is recommended for approval:

(20-XX) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

June 3, 2020 – Regular Session Minutes

- b. Authorize Applications for Federal/State Funds

Several state and federal grants require the School Board to provide authorization to the District administration before applications can be made for funding.

The following resolution is recommended for approval:

(20-XX) BE IT RESOLVED, that the Gladstone School District Board of Directors authorizes the District administration to make application to receive funds from the following programs for the 2020-2021 fiscal year:

Vocational Education – Carl Perkins 84.048
Community Engagement/Student Achievement Grants
Special Education – State Personnel Development (Effective Behavioral and Instructional Supports Grant 84.323)
Individual and Disabilities Education Act (IDEA) Grant, including but not limited to:
 Early Intervention Program 84.181
 IDEA Part B Grants to States 84.027
 IDEA Preschool 84.173
ESSER CARES Act Grants
Local Education Agency Transfer Public Law 89-313
Elementary and Secondary Educational Block Grant including but not limited to:
 Title 1 – Grants to Local Education Agencies 84.010
 Title I-C, Migrant Education 84.011
 Title II-A, Improving Teacher and Principal Quality 84.367
 Title III, English Language Acquisition 84.365
Youth Transition Program 84.126

Samantha Nelson, director of finance and operations, will be available to answer questions.

c. Approve Change in Account Authorized Signers

The district has imprest bank accounts at each building, as well as several district bank accounts. These accounts require signers who are authorized by the Board of Directors.

Gladstone Center for Children and Families
Sarah Dunkin, Principal/Director
Heidi Smith, Head Secretary
Samantha Nelson, Director of Finance and Operations

John Wetten Elementary
Michael Clutter, Principal
Linda Alberico, Head Secretary
Samantha Nelson, Director of Finance and Operations

Kraxberger Middle School

Heather Bailey, Principal

Jennifer Bokenyi, Head Secretary

Samantha Nelson, Director of Finance and Operations

Gladstone High School

Kevin Taylor, Principal

Debbie Poyser, Bookkeeper

Samantha Nelson, Director of Finance and Operations

Gladstone Community Schools

Regular Checking Account

Jennifer Ingram, Community Schools Coordinator

Tammy Tracy, Director of Community Education

Samantha Nelson, Director of Finance and Operations

Gladstone School District - Regular Checking Account

Bob Stewart, Superintendent

Samantha Nelson, Director of Finance and Operations

Gladstone School District - Clearing Account

Bob Stewart, Superintendent

Samantha Nelson, Director of Finance and Operations

Gladstone School District - Money Market Account

Bob Stewart, Superintendent

Samantha Nelson, Director of Finance and Operations

(20-XX) BE IT RESOLVED that the Gladstone School District Board of Directors approves the authorized signers as listed in the July 8, 2020 Superintendent report.

BE IT FUTHER RESOLVED that all checks will require two signers of those listed authorized signers.

Samantha Nelson, director of finance and operations will be available to answer questions.

d. Approve Student Fees, 2020-21 School Year

Enclosed are the student fees for the 2020-21 school year compared to 2019-20. It is recommended the Board approve an increase to the 2020-21 student fees as presented.

(20-XX) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the student fees as presented in the July 8, 2020, superintendent's report, for the 2020-2021 school year:

Samantha Nelson, director of finance and operations will be available to answer questions.

e. Approve Policies Section G – Personnel for Second Reading & Adoption

The policy review committee has reviewed the Oregon School Board Association (OSBA) recommended policies in Section G – Personnel.

These policies were brought to the Board at the June 3, 2020 regular session for first reading. There have been no comments on the policies listed below. They are recommended for second reading and adoption.

Greg Lind, Stacie Moncrief, Erik Richter, Jeremiah Patterson and Bob Stewart will be available to answer questions.

G – Personnel

GA	Personnel Policy Goals – Delete Policy
GAB	Job Descriptions
GB	General Personnel Policies – Delete Policy
GBA	Equal Employment Opportunity
GBA-AR	Veteran's Preference
GBA-AR	Complaint Form – Delete (Use AC-AR)
GBC	Staff Ethics
GBC-AR	Staff Ethics
GBCBA	Alcohol/Controlled Substance Use – Delete
GBCC	Use of District Name - Delete
GBD	Board Staff Communications
GBDA	Mother Friendly Workplace - Delete
GBDA	Expression of Milk in the Workplace - Replace
GBE	Staff Health and Safety
GBE-AR	Staff Health and Safety – Delete
GBEA	Workplace Harassment - New
GBEA-AR	Workplace Harassment Reporting and Procedure – New
GBEB	Communicable Diseases – Staff
GBEB-AR	Communicable Diseases – Staff
GBEBA	Staff – HIV, AIDS, and HBV

GBEBAA/JHCCBA/EDDAB	HBV/Bloodborne Pathogens – Delete
GBEBC/JHCCC/EBBAA	Infection Control – HIV, AIDS, HBV – Delete
GBEC	Drug-Free Workplace – Replace Old Version
GBED	Medical Examinations/Drug Testing – Delete
GBG	Staff Participation in Political Activities
GBH/JECAC	Staff/Student/Parent Relations
GBI	Gifts and Solicitations
GBJ	Weapons in Schools – Staff
GBK/JFCG/KGC	(Code Change to GBK/KGC) Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
GBM	Staff Complaints
GBM-AR	Staff Complaint Form – Delete (Use KL-AR)
GBMA	Whistleblower
GBNA	Hazing/Harassment/Intimidation/Bullying/Menacing – Staff
GBNA-AR	Hazing/Harassment/Intimidation/Bullying/Menacing Reporting Procedures
GBNAA/JFCFA	Cyberbullying – Delete
GBNAA/JHFF	Reporting Requirements for Suspected Sexual Conduct with Students
GBNAA/JHFF-AR	Reporting Requirements for Suspected Sexual Conduct w/Students
GC	Licensed Staff Positions
GCA(1)	License Requirements – Replace Old Version
GCAB	Personal Electronic Devices and Social Media – Staff
GCBDA/GDBDA	Family Medical Leave
GCBDA/GDBDA-AR(1)	Federal Family and Medical Leave/State Family Medical Leave
GCBDA/GDBDA-AR(2)	Request for Family and Medical Leave
GCBDA/GDBDA-AR(3)(A)	Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(B)	Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(C)	Military Family Leave
GCBDA/GDBDA-AR(3)(D)	Military Family Leave
GCBDA/GDBDA-AR(4)	FMLA/OFLA Eligibility Notice to Employee
GCBDA/GDBDA-AR(5)	Sample Designation Letter to Employee – FMLA/OFLA Leave
GCBDA/GDBDA-A(6)	Designation Notice – FMLA/OFLA
GCBDA/GDBDA-AR(7)	Fitness-for-Duty Certification
GCBDB/GDBDB	Early Return to Work
GCBDD/GDBDD	Sick Time – On Hold
GCC	Recruitment and Selection of Licensed Staff
GCC-AR	Hiring Procedures All Staff – Delete
GCD A/GDDA	Criminal Records Checks and Fingerprinting
GCD A/GDDA-AR	Criminal Records Checks Fingerprinting
GCEC	Job Sharing

GCL	Staff Development – Licensed
GCN/GDN	Evaluation of Staff
GCPB/GDPB	Resignation of Staff
GCPC/GDPC	Retirement of Staff – Delete
GCPC/GDPC-AR	Reemployment of PERS-Retired Staff
GCQA/GDQA	Nonschool Employment
GCQAB	Private Tutoring for Pay
GCQBA	Copyrights and Patents
GCQC	Exchange Teaching – Delete
GCQE	Student Teachers – Delete

The following resolution is recommended for approval:

(20-XX) BE IT RESOLVED that the Gladstone School District Board of Directors approved the policies listed in the July 8, 2020 Superintendent Report, Section G - Personnel as presented for second reading and adoption.

Jeremiah Patterson, Assistant Superintendent will be available to answer questions.

f. Approve Revised Policies in Section G – Personnel for Second Reading & Adoption

Since the first reading of policies in section G – Personnel, the following policies received updates by OSBA. The policy committee reviewed those updates and policies revisions on July 2. The committee recommends the policies listed below for second reading and adoption as revised.

GBL	Personnel Records
GBN/JBA	Sexual Harassment – Replace Old Version
GBN/JBA-AR(2)	Sexual Harassment Complaint Procedure – Replace Old Version
GDA	Instructional Assistants

The following resolution is recommended for approval:

(20-XX) BE IT RESOLVED that the Gladstone School District Board of Directors approves the revised policies, GBL, GBN/JBA, GBN/JBA-AR(2) and GDA listed in the Superintendent Report for Section G – Personnel as revised for second reading and adoption.

Jeremiah Patterson, Assistant Superintendent will be available to answer questions.

g. Approve Licensed Elections

New certified staff will be recommended for hire as follows:

Probationary 1 Contract

Mary Brazaukas Parnell 1.0 FTE Science (WLK)

(20-XX) BE IT RESOLVED that Mary Brazaukas Parnell be hired on a probationary 1 contract for the 2020-2021 school year as presented on July 8, 2020.

Probationary 1 Contract

Sarah Lennox 1.0 FTE ELA Teacher (WLK)

(20-XX) BE IT RESOLVED that Sarah Lennox be hired on a probationary 1 contract for the 2020-2021 school year as presented on July 8, 2020.

Probationary 2 Contract – Correction to FTE

Sujata Wipper 0.60 FTE School Psychologist (DO)

(20-XX) BE IT RESOLVED that Sujata Wipper has been hired on a probationary 2 contract at 0.60 FTE for the 2020-2021 school year.

BE IT FURTHER RESOLVED her FTE is .60 as corrected
In the superintendent's report on July 8, 2020.

Jeremiah Patterson, Assistant Superintendent will be available to answer any questions.

3b. EXECUTIVE SESSION

The Board may meet in executive session under ORS 192.660(1) and under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent. The Board will return to the regular session and continue with action items after the executive session.

h. Approve Contract Extension for Assistant Superintendent

The Board will discuss the contract extension for the Assistant Superintendent.

The following resolution is recommended for approval.

(20-XX) BE IT RESOLVED that the Gladstone School Board approves the employment contract for Jeremiah Patterson, Assistant Superintendent, for the period of July 1, 2020 – June 30, 2022, as submitted July 8, 2020.

i. Approve Contract Extension for Director of Finance and Operations

The Board will discuss the contact extension for the Director of Finance and Operations.

The following resolution is recommended for approval.

(20-XX) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the contract for Samantha Nelson, Director of Finance and Operations, for the period of July 1, 2020 through June 30, 2022, as submitted July 8, 2020.

j. Approve Contract Extension for Superintendent

The Board will discuss the contact extension for the Superintendent.

The following resolution is recommended for approval.

(20-XX) BE IT RESOLVED that the Gladstone School Board approves the employment contract for Bob Stewart, Superintendent, for the period of July 1, 2020–June 30, 2023, as submitted July 8, 2020.

4. PUBLIC PARTICIPATION

Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 pm on Wednesday, July 8, 2020. Please email Natalie Weninger with relevant public comment at weningern@gladstone.k12.or.us

5. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report for the month ending June 30, 2020 will be presented to the School Board at this time. A copy of the financial report is enclosed for your review. Samantha Nelson, Director of Finance and Operations, will be available to answer questions.

b. Personnel – Information Only

Lorelle Green, Cook Assistant at Kraxberger Middle School submitted a retirement letter effective August 15, 2020. Lorelle has been with the district since 1999. Yesenia Boschetto has been hired as the Welcome Desk Greeter at GCCF. Summer Food Service program hired the following temporary summer work positions: Vanessa Lindquist – Head Cook, Amy Voelker – Cook Assistant, Gina Blevins – Cook Helper, Susie Chapman – Cook Helper, Lynn Aleksich – Cook Helper, and Debbie Seward – Cook Helper.

c. Reopening Process - Draft

Bob Stewart, Superintendent and Jeremiah Patterson, Assistant Superintendent will present a draft for reopening options.

d. Legislative Update

Bob Stewart, Superintendent may update the board on legislative activities.

6. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

School Board members have an opportunity at this time to make presentations and offer suggestions on topics of interest.

a. August Board Work Session

Please have your calendar for August available to possibly schedule a work session.

7. ADJOURNMENT

The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, August 12, 2020.

**MINUTES OF REGULAR SESSION OF GLADSTONE SCHOOL BOARD
SCHOOL DISTRICT #115, CLACKAMAS COUNTY
GLADSTONE, OREGON**

June 3, 2020 – Minutes

BOARD ATTENDANCE:

Jay Schmidt, Chair

Steve Stewart, Vice Chair – Arrived at 6:40 pm

Tracey Grant, Member

Greg Lind, Member

Stacie Moncrief, Member – Arrived at 6:38 pm

Erik Richter, Member

Jeremy Schumacher, Member

Bob Stewart, Superintendent

Natalie Weninger, Board Secretary

Due to social distancing restrictions put in place by the Governor of Oregon, the regular meeting of the Gladstone School Board of Directors was held on a Zoom Virtual Meeting on Wednesday, June 3, 2020.

1. BUDGET HEARING/REGULAR SESSION CALL TO ORDER

Board Chair, Jay Schmidt called the Budget Hearing to order at 6:31 pm. He asked if any public comments had been emailed to the secretary. There had been none received. He asked if there were any public comments from those in attendance. There were none.

The Board Chair, Jay Schmidt closed the budget hearing and called the regular session to order at 6:34 pm.

2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC

a. Valedictorians and Salutatorians

Jay Schmidt, Board Chair, said he was honored to hear the speeches during the recording of graduation speeches today. These are great kids. Kevin Taylor, principal at Gladstone High School, thanked Bob Stewart and Jay Schmidt for attending the recording sessions today. He couldn't ask for nicer kids. These are just a sampling of the great kids in this senior class.

Valedictorian Benji Fergus

Throughout high school, Benji has participated in his church youth group, and maintained consistent participation in the Boy Scouts of America, where he achieved the rank of Eagle Scout. Most people don't know that Benji can play the piano. He also started collecting LEGOs when he was 5 and never stopped, and he loves to watch old musicals with his mom.

In the fall, Benji will attend Brigham Young University. He doesn't know exactly what he wants to do in life, and has set himself a career goal that will help him anywhere he goes: *To be a good person.*

Salutatorian Nate Burlingame

During his time at GHS, Nate was a varsity athlete on the Gladiator soccer, basketball, and ultimate Frisbee teams. Nate was also a member of the National Honor Society and took great joy in helping others and taking every opportunity to make people laugh. Nate will attend the University of Portland in the fall. He will study business and marketing to pursue his dream job, which is to work in marketing and advertising for a sports or a cinema company. Nate is most inspired by his dad, Skye Burlingame, who taught him to persevere with determination in the midst of adversity.

Salutatorian Denali Nelson

When thinking back on her time at GHS, it's hard for Denali to pinpoint the best parts of her experience. She has loved the endless support and opportunities she has received. One activity that was a big part of her high school experience is being a part of the girls soccer varsity team for four years. From being a young inexperienced freshman, to leading the team with all her best friends, she learned how to work hard and communicate well with others. Another impactful activity for her was serving as an officer in Gladstone's Key Club. She says "Giving back to the community that has supported me for twelve years has an important presence in my heart, even if they're strangers." Denali's career goal is to work in the medical field to help others. Next year, she will attend the University of Puget Sound and plans to study exercise science and biology.

3. ACTION ITEMS

a. Approve Minutes

Jeremy Schumacher moved first and Tracey Grant seconded approval of the following resolution:

(20-51) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

May 6, 2020 - Budget Committee Meeting Minutes
May 13, 2020 – Regular Session Minutes

(20-51) Motion passed 5-0. Steve Stewart and Stacie Moncrief were absent. They had not yet joined the meeting.

b. Adopt Budget/Making Appropriations/Imposing the Tax, & Categorizing Tax for 2020-21

WHEREAS the Budget Committee of Gladstone School District #115 approved the budget on May 6, 2020 in the amount of \$41,540,843 and

WHEREAS the Budget Committee also approved the permanent tax rate in the amount of \$4.8650 per thousand, to be applied to all taxable property in Clackamas County as determined by the Clackamas County Assessor, and

WHEREAS the Budget Committee also approved the imposition of tax in the amount of \$4,229,750 for Debt Service for the purpose of retirement of bonded debt, and

WHEREAS a public hearing was held for the purpose of receiving public input on the budget as approved by the Budget Committee, and

WHEREAS Oregon Budget Law (ORS 294.435) requires the School Board to adopt the budget, make appropriations and to declare and categorize the property taxes,

BE IT FURTHER RESOLVED for the fiscal year beginning July 1, 2020, and for the purposes shown, are thus hereby appropriated as set out below, indicated in the funds listed and the imposed taxes are categorized as follows:

100 – General Fund

1000 Instruction	\$13,235,679
2000 Support Services	\$9,777,412
3000 Enterprise & Community Services	\$43,111
5200 Transfers	\$9,000
6000 Contingency	\$500,000

280 – PERS Reserve Fund

1000 Instruction	\$285,429
Total Requirements	\$285,429
Total Resources	\$285,429

290 Self Insurance Reserve Fund

7000 Fund Balance	\$729,051
Total Requirements	\$24,294,253
Total Resources	\$24,294,253

2000 Support Services	\$169,215
Total Requirements	\$169,215
Total Resources	\$169,215

210/251 – Grants/Contracts Fund

301 – Capital Debt Service Fund

1000 Instruction	\$3,107,306
2000 Support Services	\$1,166,715
3000 Enterprise & Community Services	\$161,757
4000 Facility Improvement	\$350,000
Total Requirements	\$4,785,778
Total Resources	\$4,785,778

5100 Debt Service	\$4,229,750
7000 Fund Balance	\$300,000
Total Requirements	\$4,529,750
Total Resources	\$4,529,750

220 – School Lunch Fund

302 – PERS Debt Service Fund

3000 Enterprise & Community Services	\$1,060,482
Total Requirements	\$1,060,482
Total Resources	\$1,060,482

5100 Debt Service	\$1,850,971
7000 Fund Balance	\$220,474
Total Requirements	\$2,071,445
Total Resources	\$2,071,445

240 – Community School Revolve

401 – Capital Projects Fund

1000 Instruction	\$216,145
2000 Support Services	0
3000 Enterprise & Community Services	\$499,538
Total Requirements	\$715,683
Total Resources	\$715,683

2000 Support Services	\$1,266,256
4000 Facility	\$1,151,821
Total Requirements	\$2,418,077
Total Resources	\$2,418,077

270 – Associated Student Body Fund

1000 Instruction	\$980,500
Total Requirements	\$980,500
Total Resources	\$980,500

402 – Capital Bond Fund

4000 Facility	\$191,397
Total Requirements	\$191,397
Total Resources	\$191,397

700 – Trust and Agency Fund

1000 Instruction	\$30,635
2000 Support Services	\$6,466
3000 Enterprise & Community Services	\$1,733
Total Requirements	\$38,834
Total Resources	\$38,834

Total Resources, All Funds:	\$41,540,843
Total Appropriations, All Funds:	\$41,540,843
Total Adopted Budget, All Funds:	\$41,540,843

BE IT FURTHER RESOLVED that the following ad Valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for the tax year 2020-21:

- (1) At the rate of \$4.8650 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$4,229,750 for debt service on general obligation bonds;

BE IT FURTHER RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI, Section 11b as:

	Subject to the Education Limitation	Excluded from the Limitation
General Fund	\$4.8650 per thousand	
Bonded Debt Fund		\$4,229,750
Total Rate/Levy	\$4.8650 per thousand	\$4,229,750

Following approval of the above resolution, a copy of the adopted budget for 2020-21 will be provided upon request to each member of the Board and Budget Committee. Copies of the Budget document will be available upon request or via the District website.

There was a question asking if any changes had been made since the budget hearing. Samantha Nelson, said there have not been any changes.

Tracey Grant moved first and Erik Richter seconded approval of the following resolution:

ADOPTING THE BUDGET

(20-52) THEREFORE, BE IT RESOLVED that the School Board of the Gladstone School District #115 hereby adopts the budget for fiscal year 2020-21 in the total amount of \$41,540,843.

(20-52) Motion passed 5-0. Steve Stewart absent. He had not yet joined the meeting. Stacie Moncrief abstained; she had just arrived.

c. Selection of Official Depository

Oregon Revised Statutes 328.441 to 394.895, suggest that the appointment of the District’s official depository (bank) be made or reaffirmed annually.

Greg Lind moved first and Jeremy Schumacher seconded approval of the following resolution:

(20-53) BE IT RESOLVED that the Gladstone School District Board of Directors designates the Oregon State Investment Pool, Bank of the West, U. S. Bank, Piper Jaffray Seattle Northwest Division and Clackamas Community Federal Credit Union as the District's official depositories of funds, beginning July 1, 2020, and ending June 30, 2021.

(20-53) Motion passed 6-0.

Erik Richter abstained due to his affiliation with US Bank.

d. Appoint Clerk and Deputy Clerks, Appoint Superintendent as Custodian of Funds, Authorize Facsimile of Signature and Set Borrowing Limit

Oregon Revised Statutes 332.515 and 328.445 require the District to appoint a chief executive officer and a custodian of funds. The Oregon Department of Education also recommends that the School Board set a limit on the amount of funds that the Custodian is authorized to borrow during the fiscal year.

The District utilizes a facsimile signature of the chief executive officer exclusively for the signing of checks. Check signers will be authorized and assigned according to School Board Policy.

Jeremy Schumacher moved first and Tracey Grant seconded approval of the following resolution:

BE IT RESOLVED that the Gladstone School District Board of Directors appoints the Superintendent as Chief Executive Officer and Clerk and appoints the Director of Operations and Finance as Deputy Clerk, and

BE IT FURTHER RESOLVED that a limit be established for short-term borrowing in an amount not to exceed \$500,000 during the fiscal year, and

BE IT FURTHER RESOLVED that the Chief Executive Officer serve as the custodian of funds, and

(20-54) BE IT FINALLY RESOLVED that authorization is granted for the use of a facsimile for the signature of the Chief Executive Officer for School District checks.

(20-54) Motion passed unanimously 7-0

e. Appoint Budget Officer

Oregon Revised Statute 328.445 requires the District to appoint a Budget Officer for the District. The Director of Operations and Finance serves in this capacity.

Erik Richter moved first and Greg Lind seconded approval of the following resolution:

(20-55) BE IT RESOLVED that the Gladstone School District Board of Directors appoints the Director of Operations and Finance as Budget Officer for the 2020-2021 fiscal year.

(20-55) Motion passed unanimously 7-0

f. Appoint Investor of Funds

The District has the opportunity to invest or reinvest funds for which there is no immediate need throughout the course of the fiscal year. ORS 294.033, 294.035 and 294.155 require the Board to designate individuals responsible for investing District funds. Board Policy DFA -- Investment of Funds provides direction for District investments.

Jeremy Schumacher moved first and Tracey Grant seconded approval of the following resolution:

(20-56) BE IT RESOLVED that the Gladstone School District Board of Directors authorizes the District's Director of Operations and Finance, the Oregon State Investment Pool, Bank of the West, U. S. Bank, and Clackamas Community Federal Credit Union to invest surplus District funds.

(20-56) Motion passed unanimously 7-0

g. Approve Petty Cash and Change Funds

Annually the School Board approves all imprest cash accounts. The School District utilizes several imprest cash accounts for handling minor disbursements. This process is more cost-effective and efficient than generating a check for each request.

Petty cash accounts are reimbursed upon the individual authority and signature of the school's principal. Proper receipts and documentation must accompany the reimbursement request.

Change funds are utilized solely for making change in the school lunch programs and student body activities. They are re-deposited at the end of each fiscal year.

Jeremy Schumacher moved first and Erik Richter seconded approval of the following resolution:

(20-57) BE IT RESOLVED that the Gladstone School District Board of Directors approves the establishment of petty cash and change funds in the amount of and for the purposes as stated for the 2020-21 fiscal year.

(20-57) Motion passed unanimously 7-0

Petty Cash Accounts

District Office:

Administration	\$500
Community School	\$ 60

Gladstone Center for Children and Families:

Office	\$100
Food Service	\$ 50

John Wetten Elementary:

Office	\$100
Food Service	\$ 50

Kraxberger Middle School:

Office	\$100
Food Service	\$ 50

Gladstone High School:

Office	\$600
ASB	\$500
Food Service	\$50

Imprest Cash (checking) Accounts

Gladstone Center for Children and Families	\$1,000
John Wetten Elementary	\$1,000
Kraxberger Middle School	\$1,000
Gladstone High School	\$1,000
Community School	\$1,000

h. Designate Newspaper of Record

The District designates a newspaper of record each school year. There was a comment regarding the need to designate a newspaper of record when so many don't get a newspaper. Samantha Nelson said we are required to designate a newspaper for official record of posting. However, postings are available on the district webpage as well.

Greg Lind moved first and Jeremy Schumacher seconded approval of the following resolution:

(20-58) BE IT RESOLVED that the Gladstone School District Board of Directors appoints The Clackamas Review as the newspaper of record for the 2020-21 school year.

(20-58) Motion passed unanimously 7-0

i. Approve Licensed Elections

Jeremiah Patterson, Assistant Superintendent reported new certified staff recommended for hire as follows:

Greg Lind moved first and Stacie Moncrief seconded approval of the following resolution:

Probationary 1 Contract
 Juanita Mejia 1.0 FTE Counselor (WLK)

(20-59) BE IT RESOLVED that Juanita Mejia be hired on a probationary one contract for the 2020-2021 school year as presented on June 3, 2020.

(20-59) Motion passed unanimously 7-0

Stacie Moncrief moved first and Erik Richter seconded approval of the following resolution:

Probationary 1 Contract

Paige Vane 1.0 FTE Learning Specialist - DLC (JWE)

(20-60) BE IT RESOLVED that Paige Vane be hired on a probationary one contract for the 2020-2021 school year as presented on June 3, 2020.

(20-60) Motion passed unanimously 7-0

Greg Lind moved first and Stacie Moncrief seconded approval of the following resolution:

Probationary 2 Contract

Sujata Wipper 1.0 FTE School Psychologist (DO)

(20-61) BE IT RESOLVED that Sujata Wipper be hired on a probationary two contract for the 2020-2021 school year as presented on June 3, 2020.

(20-61) Motion passed unanimously 7-0

Jeremy Schumacher moved first and Erik Richter seconded approval of the following resolution:

Probationary 2 Contract

Hozefa Bharmal 1.0 FTE Math Teacher (WLK)

(20-62) BE IT RESOLVED that Hozefa Bharmal be hired on a probationary two contract for the 2020-2021 school year as presented on June 3, 2020.

(20-62) Motion passed unanimously 7-0

j. Approve Employee Paid PERS

Samantha Nelson, Director of Operations and Finance reported at the December 11, 2019 regular session, the Board approved the financial reopener with the Gladstone Teachers Association (GTA) and at the April 8, 2020, regular session the Classified Association (OSEA) contract was approved through 2023. In both contracts, salaries were increased to support a change in PERS contributions from “employer paid” to “employee paid” effective July 1, 2020.

She briefly went over the transition agreed upon for “employee paid” PERS. A motion is needed for PERS to process the change.

Stacie Moncrief moved first and Erik Richter seconded approval of the following resolution:

(20-63) BE IT RESOLVED that the Gladstone School Board of Directors approves the PERS contribution rates for the Gladstone Teachers Association (GTA) and the Classified Association (OSEA) from employer paid to “Employee Paid”, effective July 1, 2020.

(20-63) Motion passed unanimously 7-0

4. PUBLIC PARTICIPATION

There was no public comment.

5. SUPERINTENDENT’S REPORT

Heather Bailey, principal at Kraxberger Middle School updated the Board on the promotion ceremony planned for 8th graders. She thanked Stacie Moncrief and other parents for their help with planning the event. Every student will receive a certificate and a commemorative sweatshirt. There was a brief comment about possible traffic backing up on Webster Road. Heather Bailey said families have been assigned times slots and will park in the lot while waiting their turn to drive through.

Kevin Taylor, principal at Gladstone High School updated the Board on the graduation drive through ceremony. Speeches have been recorded and time slots assigned. They will start at 6:00 pm and hope to be done by 9:30 pm. Graduation will be streamed live. Prerecorded speeches will begin streaming at 5:00 pm. After the ceremony the senior class officers have planned a zoom meeting for the traditional turning of the tassels. He thanked the district administration team for their support. Gladstone has a tradition of the graduating class nominating honorary graduates. This year’s recipients are Greg Lind and Mindy Grecko Staff recipients are Jeanetta Hale and Emily Smith. They were surprised at today’s recording sessions.

The Board members congratulated Greg Lind on his honor. Greg Lind said he was very surprised. He thought he was called to the recording for honoring ASB students. It was a great ceremony and really fun to hear the speeches in person.

There was a concern about social distancing monitors in place at the drive through events. Bob Stewart said the district has assigned staff to monitor social distancing practices. The building will be open for staff to use facilities, but not the general public.

a. Financial Report

The financial report for the month ending May 27, 2020 was presented to the School Board. Samantha Nelson, Director of Finance and Operations, reported she will have more to report at the end of June.

b. School Board Policies – First Reading – Section F

The policy review committee has reviewed the Oregon School Board Association (OSBA) recommended policies in Section G – Personnel first reading. The committee consists of three board members, Greg Lind, Stacie Moncrief, and Erik Richter, Jeremiah Patterson, Samantha Nelson, Tammy Tracy, and Natalie Weninger participate on the committee.

No action was needed. The policies will be presented for second reading and adoption at the next regular session. Jeremiah mentioned policies GBL – Personnel Records, GBN/JBA, Sexual Harassment, GBN/JBA-AR(2) Sexual Harassment Complaint Procedure, GDA Instructional Assistants, as well as additional new policies that OSBA has recommended updates since the last committee meeting. The committee will review and bring revisions at the second reading.

G – Personnel

GA	Personnel Policy Goals – Delete Policy
GAB	Job Descriptions
GB	General Personnel Policies – Delete Policy
GBA	Equal Employment Opportunity
GBA-AR	Veteran’s Preference
GBA-AR	Complaint Form – Delete (Use AC-AR)
GBC	Staff Ethics
GBC-AR	Staff Ethics
GBCBA	Alcohol/Controlled Substance Use – Delete
GBCC	Use of District Name - Delete
GBD	Board Staff Communications
GBDA	Mother Friendly Workplace - Delete
GBDA	Expression of Milk in the Workplace - Replace
GBE	Staff Health and Safety
GBE-AR	Staff Health and Safety – Delete
GBEA	Workplace Harassment - New
GBEA-AR	Workplace Harassment Reporting and Procedure – New
GBEB	Communicable Diseases – Staff
GBEB-AR	Communicable Diseases – Staff
GBEBA	Staff – HIV, AIDS, and HBV
GBEBAA/JHCCBA/EDDAB	
	HBV/Bloodborne Pathogens – Delete
GBEBC/JHCCC/EBBAA	

	Infection Control – HIV, AIDS, HBV – Delete
GBEC	Drug-Free Workplace – Replace Old Version
GBED	Medical Examinations/Drug Testing – Delete
GBG	Staff Participation in Political Activities
GBH/JECAC	Staff/Student/Parent Relations
GBI	Gifts and Solicitations
GBJ	Weapons in Schools – Staff
GBK/JFCG/KGC	(Code Change to GBK/KGC) Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
GBL	Personnel Records
GBM	Staff Complaints
GBM-AR	Staff Complaint Form – Delete (Use KL-AR)
GBMA	Whistleblower
GBN/JBA	Sexual Harassment – Replace Old Version
GBN/JBA-AR(2)	Sexual Harassment Complaint Procedure – Replace Old Version
GBNA	Hazing/Harassment/Intimidation/Bullying/Menacing – Staff
GBNA-AR	Hazing/Harassment/Intimidation/Bullying/Menacing Reporting Procedures
GBNAA/JFCFA	Cyberbullying – Delete
GBNAA/JHFF	Reporting Requirements for Suspected Sexual Conduct with Students
GBNAA/JHFF-AR	Reporting Requirements for Suspected Sexual Conduct w/Students
GC	Licensed Staff Positions
GCA(1)	License Requirements – Replace Old Version
GCAB	Personal Electronic Devices and Social Media – Staff
GCBDA/GDBDA	Family Medical Leave
GCBDA/GDBDA-AR(1)	Federal Family and Medical Leave/State Family Medical Leave
GCBDA/GDBDA-AR(2)	Request for Family and Medical Leave
GCBDA/GDBDA-AR(3)(A)	Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(B)	Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(C)	Military Family Leave
GCBDA/GDBDA-AR(3)(D)	Military Family Leave
GCBDA/GDBDA-AR(4)	FMLA/OFLA Eligibility Notice to Employee
GCBDA/GDBDA-AR(5)	Sample Designation Letter to Employee – FMLA/OFLA Leave
GCBDA/GDBDA-A(6)	Designation Notice – FMLA/OFLA
GCBDA/GDBDA-AR(7)	Fitness-for-Duty Certification
GCBDB/GDBDB	Early Return to Work
GCBDD/GDBDD	Sick Time – On Hold
GCC	Recruitment and Selection of Licensed Staff
GCC-AR	Hiring Procedures All Staff – Delete
GCD A/GDDA	Criminal Records Checks and Fingerprinting
GCD A/GDDA-AR	Criminal Records Checks Fingerprinting
GCEC	Job Sharing

GCL	Staff Development – Licensed
GCN/GDN	Evaluation of Staff
GCPB/GDPB	Resignation of Staff
GCPC/GDPC	Retirement of Staff – Delete
GCPC/GDPC-AR	Reemployment of PERS-Retired Staff
GCQA/GDQA	Nonschool Employment
GCQAB	Private Tutoring for Pay
GCQBA	Copyrights and Patents
GCQC	Exchange Teaching – Delete
GCQE	Student Teachers – Delete
GDA	Instructional Assistants

c. Legislative Update

Bob Stewart, Superintendent said at this time there is no update to legislative activities. A special session has not been planned. He will attend a conference call later this week and is hoping for more information.

There was an announcement today that insurance companies will not cover communicable diseases. This will hinder reopening plans. There was a question asking if this was new. It is a new insurance practice. He is hoping for clarification and guidance in the next couple of days. There were comments that Gladstone School District will not be alone in this coverage decrease.

There was a brief comment about Measure 98 funding and the decrease per student expected. Another area that the district is waiting for state guidance.

6. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

Erik Richter thanked the administrators and congratulated them on a job well done organizing the promotion and graduation celebrations. He is willing to split his shift with a fellow Board member if possible.

Tracey Grant thanked Erik Richter and asked Kevin Taylor to let her know if that works.

Greg Lind said it was great to see staff at the recordings today. He is very impressed with the preparation and all that has gone into it. He thanked the staff for their work.

Jeremy Schumacher mentioned that with the budget predictions expected to radically change funding he wants to keep Board members thinking about what to do with bonds and funding for the future. He mentioned the start time for the regular session in July being at 7:30 am. Bob Stewart said it is a tradition of the School Board and will most likely be a zoom meeting.

Stacie Moncrief complimented the district on the distance learning communication. She thanked Bob Stewart for his ongoing messages and Heather Bailey for her very elaborate plan for promotion.

Jay Schmidt said the filming today was really cool. Graduation seems to be well organized and it is really special to see the community and staff come together. It will be a special event. Thank you for putting it all together.

7. EXECUTIVE SESSION

There was no executive session.

8. ADJOURNMENT

The next regular School Board meeting is scheduled at **7:30 am on Wednesday, July 8, 2020.**

At 7:30 pm, Board Chair, Jay Schmidt adjourned the regular session zoom meeting.

ATTEST:

Jay Schmidt, Board Chair

Date

Bob Stewart, Superintendent

Date

SCHOOL MEAL PRICES	2020-21	2019-20
	GSD Proposed	GSD Current

Lunch

Elementary School Students	\$ 2.60	\$ 2.55
Middle School Students	2.90	2.85
High School Students	3.50	3.45
Adult	4.00	3.95

Breakfast

Elementary School Students	\$ 1.50	\$ 1.50
Middle School Students	1.60	1.60
High School Students	1.90	1.90
Adults	2.00	2.00

SCHOOL MEAL PRICES	2020-21	2019-20
Lunch		
Elementary School Students	\$ 2.55	\$ 2.55
Middle School Students	2.85	2.85
High School Students	3.45	3.45
Adult	3.95	3.95

Breakfast		
Elementary School Students	\$ 1.50	\$ 1.50
Middle School Students	1.60	1.60
High School Students	1.90	1.90
Adult	2.00	2.00

A la carte (availability varies by building):		
Bagel	1.65	1.65
Breakfast Sandwich	1.65	1.65
Cereal	0.75	0.75
Cheese Stick	0.50	0.50
Chicken Sandwich	2.20	2.20
Cinnamon Roll	1.00	1.00
Cookie	0.50	0.50
French Toast/Waffle	1.00	1.00
Fruit	0.50	0.50
Granola Bar	1.00	1.00
Hamburger	2.20	2.20
Main Entrée	2.00	2.00
Milk	0.50	0.50
Muffin (2 oz)	0.50	0.50
Muffin (4 oz)	0.75	0.75
Pizza	2.30	2.30
Pizza Bagel	1.80	1.80
Salad Bar (1#boat)	2.00	2.00
Sandwich	3.35	3.35
Special Meal	4.00	4.00
Vegetables	0.50	0.50
Water	1.00	1.00
Yogurt	0.75	0.75

Student Fees

ACTIVITY AND ATHLETIC FEES CLASS SUPPLY COST	2020-21	2019-20	Fee Reduction Eligible
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Gladstone Center for Children & Families

None	\$ -	\$ -	
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John Wetten Elementary

None	\$ -	\$ -	
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Kraxberger Middle School

Outdoor School (to participate) ³	\$ 50	\$ 50	
Intramural Sports/Activities	50	50	\$ 25
WLK Track	100	100	\$ 50
Yearbook	25	25	
Replacement PE Shirt	5	5	
Replacement Planner	5	5	
8th Grade Oaks Park Field Trip	13	13	

Gladstone High School

ASB Card ¹	\$ 30	\$ 30	
Replacement ASB Card	5	5	
Yearbook	50	50	
Senior Group Class Picture	15	15	
Parking Permit	25	25	
PE & Sport Locks (if not returned)	6	6	
Transcripts	5	5	

Elective Class Supply Cost:

Art Class	25	25	
Construction Tech Class	25	25	

Athletic/Activity Participation Fees

Cheer Team	200	200	
Dance Team	200	200	
Drama (per production)	20	20	
Pay-to-Play Fee (per sport) ²	200	200	\$ 35

Athletic gate receipts

Students (K-8)	4	4	
Adults	6	6	

¹ Students are not required to purchase an ASB Card unless they participate in a sport or district sponsored activity . The funds support school activities, assemblies, publications, athletics, etc. The ASB card also allows free entrance to all home regular season sporting events.

² \$400 Individual Cap, \$600 Family Cap

Full and partial scholarships are available based on need

³ ODS Scholarships are available and based on need. This fee could be reduced based on the total cost of the program.

Scholarship process at Gladstone High School is as follows:

1. Students receiving federal meal benefits pay \$35 (Normal fee is \$200)
2. Payment plan:
 - a. We allow students to break the fee in half. They pay a portion prior to their first contest and then pay the balance by the second date established in our athletic office.
3. In rare instances, athletic assistance funds are utilized to scholarship an athlete. This money comes from a fundraiser held each year during athletic registration. The doctors donate all the physical money back to our athletic program. A minimum balance of \$1000 is retained for the athletic assistance fund, and the remainder is placed in the General Athletics ASB account for other athletic needs.

Most often athletic assistance money is utilized to purchase school insurance for an athlete. Other purchases have been for swim suits, shoes, glove, or special clothing needed for a sport. We very seldom have had to completely waive their participation fee. Parents have been able to work within our guidelines

Gladstone School District 115

Code: GBL
Adopted: 10/14/09
Orig. Code: GBL

Personnel Records

(edited with May Policy Updates for June 18th mtg)

An official personnel file will be established for each person employed by the district. Such files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release ~~or~~ permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing ~~regulations~~ procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions ~~to be placed~~ in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of the teacher's personnel file and shall not be removed. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee ~~or designee~~ may arrange with the personnel department at the district to inspect the contents of ~~his/her~~ their personnel file on any day the personnel department is open for business;
2. Others designated ~~in writing~~ by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff ~~designated by the superintendent~~;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel department;
8. Attorneys for the district or the district's designated representative on matters of district business.

9. ~~The disciplinary records¹ of a district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and shall be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.~~ Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1).
10. Upon request from a law enforcement agency, the Oregon Department of Human Services or the Teachers Standards and Practices Commission, or the Oregon Department of Education, ~~a the district shall provide the records of investigations of suspected child abuse by a district employee in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.~~

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in his/her~~their~~ opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case, the appropriateness and extent of such access.

~~Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order listed above, will be in line with [the district's public records procedures] [Board policy KBA - Public Records]. [The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records.]~~

END OF POLICY

Legal Reference(s):

[ORS 339.370 – 339.374](#)
[ORS 339.388\(7\)-\(9\)](#)

[ORS 342.143](#)
[ORS 342.850](#)

[ORS 652.750](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
 Americans with Disabilities Act Amendments Act of 2008.

Corrected 1/16/20

¹Disciplinary records is defined as records related to a personnel discipline action or materials or documents supporting that action.

Gladstone School District 115

Code: GBN/JBA
Adopted: 11/12/14
Orig. Code: GBN/JBA



Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents/guardians, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and nondistrict property if the student or employee-staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district or where the employee-staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff members shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's staff member's ability to perform his/her job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, or staff members or third parties.

Examples of sexual harassment may include, but not be limited to: 1) physical touching; 2) graffiti of a sexual nature; 3) displaying or distributing of sexually explicit drawings, pictures and written materials; 4) sexual gestures or obscene jokes; 5) touching oneself sexually or talking about one's sexuality in front of others; 6) spreading rumors about or rating other students or others as to appearance; 7) sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, ~~or employee~~ staff members or third parties who has knowledge of conduct in violation of this policy or feels he/she is they are a victim of sexual harassment must immediately report his/her their concerns to the building principal, compliance officer or superintendent, who has overall responsibility for all investigations. ~~A s~~Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents/guardians, ~~or the~~ staff member or the third party who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall ~~may not~~ adversely affect the educational assignments or ~~study~~ educational environment of a student complainant, ~~or any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant.~~ There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. ~~Employees~~ Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals 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.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents/guardians of students, and staff members and third parties, posted on the district's website and published in student/parent/guardian and staff handbooks. The district's policy shall be posted on a sign in all schools. ~~Such posting~~ Posted signs shall be by a sign of at least 8.5 by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

Legal Reference(s):

[ORS 243.706](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)
[ORS 342.850](#)

[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)

[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)
HB 4150 (2018)

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 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Corrected 5/07/20

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Gladstone School District 115

Code: GBN/JBA-AR
Revised/Reviewed: 10/14/09
Orig. Code: GBN/JBA-AR



Sexual Harassment Complaint Procedure

Principals/designees, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be recorded on the district's sexual harassment complaint form and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. ~~He/She/They~~The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be collected and recorded on the appropriate district forms. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, ~~he/she/they~~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 II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, ~~he/she/they~~the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

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

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, Community Human Services, as possible child abuse. ~~In the event~~

the superintendent is the subject of the investigation, reports, when required, shall be made by the Board
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[Name of District]
[Address] | [Phone]

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual 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: _____

[Name of District]
[Address] | [Phone]

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: _____

|

Corrected 5/07/20

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Gladstone School District 115

Code: GBN/JBA-AR(2)
Adopted: 10/11/17
Orig. Code: GBN/JBA-AR(2)

TO: (Name of School): _____

Person Making Complaint _____

Telephone Number _____ Date _____

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

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Office Use: Disposition of Complaint:

Signature: _____ Date: _____

cc: District Office

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Gladstone School District 115

Code:

GBN/JBA

Adopted:

Sexual Harassment

(Sample model policy from the May Policy Update for the June 18t mtging)

The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. [The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.]

All staff members, students, and third parties are subject to this policy.

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

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, ^[1]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials;

[¹ OAR 581-021-0038 requires that the policy include a "list of examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district does have discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school district's legal counsel.]

sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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

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

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals 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.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district’s website and published in student/parent and staff handbooks. The district’s policy shall be posted on a sign in ²[all grade 6 through 12 schools] [all schools]. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

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

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

[² Posting in “in grade 6 through 12 schools” is the minimum requirement per ORS 342.700.]

Gladstone School District 115

Code: GDA

Adopted:

Instructional Assistants

Instructional assistants shall be hired by the superintendent.

All instructional assistants must:

1. Have a high school diploma or the equivalent;
2. Be at least 18 years of age or older; and
3. Have standards of moral character as required of teachers.

In addition to the above, instructional assistants providing translation services must have demonstrated proficiency and fluency, knowledge of and ability to provide accurate translations from a language other than English into English and from English into another language.

Instructional assistants¹ who work in Title IA programs and provide instructional support must have:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment or para-professional certificate program, knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

The district may require individuals newly hired as Title IA instructional assistants who have met another district's academic assessment to meet the district's academic assessment standards.

The general responsibilities of an instructional assistant shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher, specialist or supervisor with instruction. The instructional assistants shall be under the supervision of the appropriately licensed classroom teachers,

¹ Instructional assistants may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher. instructional assistants may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title IA funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

These requirements do not apply to an instructional assistant: (1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title IA programs by acting as a translator; or (2) whose duties consist solely of conducting parental involvement activities.

specialist or supervisor. Other supporting tasks may include, but are not limited to: clerical support, student control, personal care, translation or parent and family involvement activities and media center or computer laboratory support.

Instructional assistants shall not be used by the district or teacher as substitute teachers. The responsibility for classroom supervision remains with the teacher at all times.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.120](#)
[OAR 581-022-2400\(2\)](#)

[OAR 581-037-0005 to -0025](#)
[OAR 584-005-0005\(27\),\(41\)](#)

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.
Section 503 of the Rehabilitation Act of 1973.

Corrected 5/07/20

2020-21 LICENSED ELECTIONS

TEACHER CANDIDATES

Submitted for approval on: July 8, 2020

=====

Candidate: Mary Brazaukas Parnell

Position: Probationary 1 Contract: Science (1.0 FTE)
Kraxberger Middle School

Mary Parnell earned her master's degree from Capella University in 2012. She has taught middle school science in Lincoln and Oregon Trail School Districts. Mary served as a Science teacher at Kraxberger Middle School on a temporary contract beginning in December 2019 and ending in June 2020. It is recommended Mary Brazaukas Parnell be hired on a probationary 1 contract.

Candidate: Sarah Lennox

Position: Probationary 1 Contract: ELA (1.0 FTE)
Kraxberger Middle School

Sarah Lennox earned a masters in teaching in 2018 from Marylhurst University. Sarah served as an ELA teacher at Kraxberger Middle School on a temporary contract beginning in February 2020 and ending in June 2020. It is recommended Sarah Lennox be hired on a probationary 1 contract.

Candidate: Sujata Wipper

Position: Probationary 2 Contract: School Psychologist (0.60 FTE)
Gladstone School District

Sujata Wipper earned her education specialist degree in school psychology in 2008 from Lewis and Clark College. Last year, Sujata served as a school psychologist for the district in the 2019-20 school year under a contract through the Hello Foundation. It is recommended Sujata Wipper be hired on a probationary 2 contract. This is a correction to the FTE.

GENERAL FUND
STATE SCHOOL SUPPORT
FOR THE FISCAL YEAR 2019-20
AS OF June 30, 2020

LINE	SOURCE	Adopted Budget	Y-T-D	Current Forecasted	Current Forecast Remaining	Budget Balance Remaining
STATE SCHOOL SUPPORT						
1	1111 Current Year's Taxes	\$ 4,220,000	\$ 4,100,969	\$ 4,220,000	\$ 119,031	\$ 119,031
2	1112 Prior Years Taxes General Fund	60,000	38,952	49,860	10,908	21,048
3	1190 Interest and Penalties on Tax Collections	17,000	12,837	21,000	8,163	4,163
4	2102 Esd Apportionment General Fund	350,000	144,501	331,000	186,499	205,499
5	3103 Common School Fund General Fund	250,000	90,724	181,510	90,786	159,276
6	3101 State School Support/Transportation/High Cost Fund	15,697,000	14,412,911	15,755,950	1,343,039	1,284,089
7	4801 Federal Forest Fees General Fund	-	-	-	-	-
8	4801 Outdoor School State Funding	70,000	-	95,000	95,000	70,000
9	Total 2018-19 SSSF Sources (Line 2- Line 8)	\$ 20,664,000	\$ 18,800,894	\$ 20,654,320	\$ 1,853,426	\$ 1,863,106
NON STATE SCHOOL SUPPORT FORMULA SOURCES						
LOCAL SOURCES						
10	1510 Interest Earned General Fund	\$ 65,000	\$ 213,513	\$ 139,000	\$ (74,513)	\$ (148,513)
11	1710 Admissions General Fund	21,500	23,562	23,562	-	(2,062)
12	1741 Outdoor School Fees General Fund	10,000	-	-	-	10,000
13	1742 Hs Pay To Play General Fund	65,000	40,677	45,052	4,375	24,323
14	1743 Ms Pay To Play General Fund	7,500	1,235	1,235	-	6,265
15	1912 Lease Of Facilities General Fund	91,000	101,064	78,000	(23,064)	(10,064)
16	1914 Lease of Facilities-Production LLC	-	151,560	151,560	-	(151,560)
17	1981 Fees Charged to ASB	-	1,477	1,981	-	(1,477)
18	1991 MAC Reimbursement	-	35,102	35,000	-	(35,102)
19	1992 Medicare Reimbursement	-	15,440	15,000	-	(15,440)
20	1999 Other Misc. General Fund	20,000	12,981	9,400	(3,581)	7,019
21	TOTAL LOCAL SOURCES (Line 10- Line 17)	\$ 280,000	\$ 596,611	\$ 499,790	\$ (96,821)	\$ (316,611)
OTHER SOURCES						
22	5301 Sale of Fixed Assets General Fund	\$ -	\$ 496	\$ 500	\$ -	\$ (496)
23	5400 Beginning Cash	2,400,000	3,665,334	3,664,852	(482)	(1,265,334)
24	TOTAL OTHER SOURCES (Line 22+ Line 23)	\$ 2,400,000	\$ 3,665,830	\$ 3,665,352	\$ (482)	\$ (1,265,830)
25	TOTAL NON SSSF SOURCES (Line 21 + Line 24)	\$ 2,680,000	\$ 4,262,441	\$ 4,165,142	\$ (97,303)	\$ (1,582,441)
26	TOTAL RESOURCES (Line 9 + Line 25)	\$ 23,344,000	\$ 23,063,335	\$ 24,819,462	\$ 1,756,123	\$ 280,665

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2019-20
AS OF June 30, 2020

	Description	Adopted Budget	Y-T-D	Encumbered	Total Expended/ Committed	Budget Balance
INSTRUCTION						
1110	ELEMENTARY PROGRAM K	\$ 757,124	\$ 828,089	\$ -	\$ 828,089	(70,965)
1110	ELEMENTARY PROGRAM 1-5	3,446,307	3,226,416	-	3,226,416	219,891
1120	MIDDLE SCHOOL PROGRAM 6-8	2,613,167	2,490,379	-	2,490,379	122,788
1120	MIDDLE SCHOOL CO-CURRICULAR 6-8	30,773	25,290	-	25,290	5,483
1130	HIGH SCHOOL PROGRAM 9-12	2,718,700	2,587,847	-	2,587,847	130,853
1130	HIGH SCHOOL CO-CURRICULAR 9-12	688,615	460,450	-	460,450	228,165
1210	TALENTED AND GIFTED	17,840	11,354	-	11,354	6,486
1220	RESTRICTIVE PROGRAMS FOR STUDENTS WITH DISABILITIES	1,016,350	537,942	394,864	932,806	83,544
1250	RESOURCE ROOMS	1,230,105	1,377,821	-	1,377,821	(147,716)
1280	ALTERNATIVE EDUCATION PROGRAMS	80,335	19,367	-	19,367	60,968
1290	OTHER DESIGNATED PROGRAMS	275,730	286,278	-	286,278	(10,548)
	TOTAL INSTRUCTION	\$ 12,875,046	\$ 11,851,233	\$ 394,864	\$ 12,246,097	\$ 628,949
SUPPORT SERVICES						
2110	ATTENDANCE SERVICES	\$ 219,460	\$ 187,901	\$ -	\$ 187,901	\$ 31,559
2120	GUIDANCE SERVICES	442,835	480,017	-	\$ 480,017	\$ (37,182)
2130	HEALTH NURSE SERVICES	263,500	150,690	-	\$ 150,690	\$ 112,810
2140	PSYCHOLOGICAL SERVICES	92,255	143,004	-	\$ 143,004	\$ (50,749)
2150	SPEECH PATHOLOGY & AUDIOLOGY	249,445	222,602	-	\$ 222,602	\$ 26,843
2160	OTHER STUDENT TREATMENT SERVICES	23,775	25,315	-	\$ 25,315	\$ (1,540)
2190	SPECIAL EDUCATION	222,585	210,083	-	\$ 210,083	\$ 12,502
2210	IMPROVEMENT OF INSTRUCTION	274,061	145,641	-	\$ 145,641	\$ 128,420
2220	EDUCATIONAL MEDIA SERVICES	244,855	171,650	-	\$ 171,650	\$ 73,205
2230	ASSESSMENT/TESTING	126,510	96,898	-	\$ 96,898	\$ 29,612
2240	INSTRUCTIONAL STAFF DEVELOPMENT	80,565	55,454	-	\$ 55,454	\$ 25,111
2310	BOARD OF EDUCATION	124,000	58,757	6,421	\$ 65,178	\$ 58,822
2320	OFFICE OF SUPERINTENDENT	367,435	281,308	-	\$ 281,308	\$ 86,127
2410	OFFICE OF PRINCIPAL GCCF	293,645	271,297	-	\$ 271,297	\$ 22,348
2410	OFFICE OF PRINCIPAL JWE	517,405	496,505	-	\$ 496,505	\$ 20,900
2410	OFFICE OF PRINCIPAL WLK	428,965	414,091	-	\$ 414,091	\$ 14,874
2410	OFFICE OF PRINCIPAL GHS	489,630	551,968	-	\$ 551,968	\$ (62,338)
2520	FISCAL SERVICES	558,995	563,541	784	\$ 564,325	\$ (5,330)
2540	OPERATION AND MAINTENANCE SERVICES	2,037,315	1,770,458	87,488	\$ 1,857,946	\$ 179,369
2543	GROUNDS MAINTENANCE SERVICES	234,155	179,391	504	\$ 179,895	\$ 54,260
2550	TRANSPORTATION SERVICES	1,240,440	933,204	-	\$ 933,204	\$ 307,236
2630	COMMUNICATION	62,055	97,039	-	\$ 97,039	\$ (34,984)
2640	PERSONNEL SERVICES	455,185	444,123	824	\$ 444,947	\$ 10,238
2649	OTHER EMPLOYEE SERVICES (RX, UNEMPLOYMENT)	128,968	36,239	-	\$ 36,239	\$ 92,729
2660	TECHNOLOGY SERVICES	505,130	342,232	1,209	\$ 343,441	\$ 161,689
2700	SUPPLEMENT RETIREMENT	315,000	165,004	-	\$ 165,004	\$ 149,996
	TOTAL SUPPORT SERVICES	\$ 9,998,169	\$ 8,494,412	\$ 97,230	\$ 8,591,642	\$ 1,406,527
OTHER REQUIREMENTS						
3300	COMMUNITY SERVICES	\$ 41,785	\$ 37,740	\$ -	\$ 37,740	\$ 4,045
5200	TRANSFERS	9,000	-	-	\$ -	\$ 9,000
6000	CONTINGENCY	500,000	-	-	\$ -	\$ 500,000
	TOTAL OTHER REQUIREMENTS	\$ 550,785	\$ 37,740	\$ -	\$ 37,740	\$ 513,045
	TOTAL EXPENDITURES	\$ 23,424,000	\$ 20,383,385	\$ 492,094	\$ 20,875,479	\$ 2,548,521

OTHER FUNDS SUMMARY
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
OTHER FUNDS SUMMARY
AS OF June 30, 2020

Fund	Description	Adopted Budget	Y-T-D	Encumbered	Budget Balance
210	GRANTS/CONTRACTS				
	Resources	\$ 2,960,000	\$ 1,549,200	\$ -	\$ 1,410,800
	Expenses	\$ 2,960,000	\$ 1,056,037	\$ 231,585	\$ 1,672,378
220	FOOD SERVICE FUND				
	Resources	\$ 950,525	\$ 529,372	\$ -	\$ 421,153
	Expenses	\$ 950,525	\$ 594,205	\$ 117,605	\$ 238,715
221	SUMMER FOOD SERVICE				
	Resources	\$ 40,640	\$ 47,198	\$ -	\$ (6,558)
	Expenses	\$ 40,640	\$ 51,592	\$ -	\$ (10,952)
240	COMMUNITY SCHOOL REVOLVING FUND				
	Resources	\$ 757,950	\$ 615,347	\$ -	\$ 142,603
	Expenses	\$ 757,950	\$ 336,489	\$ 27,923	\$ 393,538
270	ASSOCIATED STUDENT BODY FUNDS GCCF				
	Resources		\$ 30,487	\$ -	\$ (30,487)
	Expenses		\$ 13,323	\$ -	\$ (13,323)
270	ASSOCIATED STUDENT BODY FUNDS JWE				
	Resources		\$ 83,443	\$ -	\$ (83,443)
	Expenses		\$ 40,551	\$ -	\$ (40,551)
270	ASSOCIATED STUDENT BODY FUNDS WLK				
	Resources		\$ 93,489	\$ -	\$ (93,489)
	Expenses		\$ 33,492	\$ -	\$ (33,492)
275	ASSOCIATED STUDENT BODY FUNDS GHS				
	Resources	\$ 775,000	\$ 621,082	\$ -	\$ 153,918
	Expenses	\$ 775,000	\$ 652,390	\$ 13,057	\$ 109,553

280	PERS RESERVE						
	Resources	\$	274,620	\$	282,428	\$	- \$ (7,808)
	Expenses	\$	274,620	\$	-	\$	- \$ 274,620

290	SELF INSURANCE						
	Resources	\$	140,230	\$	176,844	\$	- \$ (36,614)
	Expenses	\$	140,230	\$	-	\$	- \$ 140,230

DEBT SERVICE FUNDS

301	CAPITAL DEBT SERVICE FUND						
	Resources	\$	4,384,000	\$	4,926,206	\$	- \$ (542,206)
	Expenses	\$	4,384,000	\$	308,503	\$	3,774,497 \$ 301,000

302	PERS DEBT SERVICE FUND						
	Resources	\$	1,765,971	\$	176,206	\$	- \$ 1,589,765
	Expenses	\$	1,765,971	\$	250,485	\$	1,515,486 \$ 0

CAPITAL PROJECT FUNDS

401	CAPITAL PROJECTS FUND						
	Resources	\$	1,065,285	\$	1,013,820	\$	- \$ 51,465
	Expenses	\$	1,065,285	\$	-	\$	- \$ 1,065,285

402	CAPITAL BOND FUND						
	Resources	\$	168,485	\$	179,796	\$	- \$ (11,311)
	Expenses	\$	168,485	\$	-	\$	- \$ 168,485

403	SB1149						
	Resources	\$	371,570	\$	365,786	\$	- \$ 5,784
	Expenses	\$	371,570	\$	-	\$	- \$ 371,570

OTHER FUNDS

700	GHS TRUST						
	Resources	\$	56,893	\$	25,426	\$	- \$ 56,893
	Expenses	\$	56,893	\$	-	\$	- \$ 56,893

710	SUNSHINE FUND- DISTRICT OFFICE						
	Resources	\$	1,929	\$	1,916	\$	- \$ 13
	Expenses	\$	1,929	\$	-	\$	- \$ 1,929

720	SUNSHINE FUND-ADM						
	Resources	\$	3,824	\$	4,558	\$	- \$ (734)
	Expenses	\$	3,824	\$	1,272	\$	- \$ 2,552
730	GMA- CLOTHES CLOSET						
	Resources	\$	2,500	\$	183	\$	- \$ 2,317
	Expenses	\$	2,500	\$	-	\$	- \$ 2,500
760	COFFEE FUND- DISTRICT OFFICE						
	Resources	\$	500	\$	224	\$	- \$ 276
	Expenses	\$	500	\$	589	\$	- \$ (89)

**STATEMENT OF EXPENDITURES TO RESOURCES
AS OF June 30, 2020
EXPENDITURES 2019-20**

<u>Contracting Agency/Grant</u>	<u>Grant Term Date</u>	<u>Fund</u>	<u>Grant</u>	<u>Estimated Available Amount for 2019-20 Year</u>	<u>GL YTD Expenses</u>	<u>GL ENCUMBERED</u>	<u>TOTAL COMMITTED</u>	<u>AVAILABLE GRANT BALANCE</u>
<u>BOB STEWART</u>								
OCF-FRED FIELDS FUND	-	210	1105	2,129	-	-	-	2,129
CONFUCIUS INSTITUTE	-	210	1790	29,017	9,954	-	9,954	19,063
SOLAR CURRICULUM GRANT	-	210	1879	1,027	-	-	-	1,027
<u>LENNIE BJORNSEN</u>								
FOOD PANTRY DONATIONS/GRANTS	-	210	1850	27,620	2,100	-	2,100	25,520
CLACKAMAS CO. BLUE PRINT GRANT (FOOD PANTRY)	-	210	1839	20,000	20,335	-	20,335	(335)
GEF -CLOTHES CLOSET	-	210	1133	412	-	-	-	412
CLOTHES CLOSET DONATIONS	-	210	1972	50	-	-	-	50
FOR THE LOVE OF SCHOOLS	-	210	1971	58	-	-	-	58
GEF- FRC GRANT.	-	210	1883	50,049	22,000	27,500	49,500	549
TITLE IA 2019-20	-	210	1841	276,663	276,663	-	276,663	-
CESD CHRONIC ABSENTEEISM GRANT (KAISER)	-	210	1859	248	248	-	248	0
<u>JEREMIAH PATTERSON</u>								
CESD NEW TEACHER OBSERVATIONS	-	210	0104	8,444	655	-	655	7,789
TITLE IIA TEACHER QUALITY 2018-19	9/30/2019	210	1811	8,099	8,099	-	8,099	0
TITLE IIA TEACHER QUALITY 2019-20	9/30/2020	210	1812	51,908	51,908	-	51,908	-
ENRICHMENT 19-20	-	210	1853	-	-	-	-	-
MESD CHRONIC ABSENTEEISM GRANT	-	210	1858	1,896	-	-	-	1,896
SEEDS - OREGON CITY CONSORTIUM	-	210	1866	33	-	-	-	33
HB 3499 EL TRANSFORMATION & TARGET DISTRICTS GRANT	9/30/2019	210	1893	4,957	2,044	-	2,044	2,913
ESSA OIPD District Engagement Grant	9/30/2020	210	1816	45,897	928	-	928	44,969
<u>JERE APPLEBEE</u>								
GEF - 2007 FOCUS ITEM-GCCF LEARNING ZONES	-	210	1104	816	74	-	74	741
GEF - GCCF EARLY LITERACY FUND	-	210	1117	1,934	-	-	-	1,934
GEF- GCCF SCIENCE NIGHT	-	210	1119	145	-	-	-	145
GEF- GCCF THURSDAY HOUR EVENTS	-	210	1139	136	-	-	-	136

**STATEMENT OF EXPENDITURES TO RESOURCES
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Contracting Agency/Grant	Grant Term Date	Fund	Grant	Estimated Available Amount for 2019-20 Year	GL YTD Expenses	GL ENCUMBERED	TOTAL COMMITTED	AVAILABLE GRANT BALANCE
GEF- KINSMAN GRANT SCIENCE	-	210	1148	558	-	-	-	558
GEF- GCCF SENSORY PATH	11/30/2020	210	1164	1,000	1,000	-	1,000	-
FORDS OF THE 50'S GRANT	-	210	1200	6,351	1,968	-	1,968	4,383
THURSDAY HOUR DONATION-HOLMAN AUTO	-	210	1202	-	-	-	-	-
STANDARD INS. CLASSROOM DONATION (RIVAS)	-	210	1203	2,597	1,924	-	1,924	673
ROTARY GRANT - GCCF PBIS	-	210	1208	600	508	-	508	92
EARLY LEARNING EVENT DONATIONS	-	210	1785	400	90	-	90	310
KINDERGARTEN SUMMER CAMP	-	210	1818	60,670	12,825	-	12,825	47,845
CLACKAMAS COUNTY K.P.I. TEACHING PRESCHOOL GRANT	-	210	1824	1,930	1,930	-	1,930	(0)
OAK GROVE GCCF LITERACY (STORY HOUR)	-	210	1881	1,947	900	-	900	1,047
FOR THE LOVE OF SCHOOLS	-	210	1971	115	-	-	-	115
<u>KELLY WELCH</u>								
IDEA PART B, SEC 611 (17/19, 18/19)	9/30/2020	210	1802	17,622	17,622	-	17,622	(0)
IDEA PART B, SEC 611 (18/19, 19/20)	9/30/2020	210	1802	345,620	98,978	-	98,978	246,642
IDEA PART B, SEC 611 (19/20, 20/21)	9/30/2020	210	1800	106,974	-	238	238	106,736
IDEA PART B, SEC 619 2018-19	9/30/2020	210	1795	1,922	-	-	-	1,922
IDEA PART B, SEC 619 2019-20	9/30/2020	210	1795	1,129	-	-	-	1,129
IDEA ENHANCEMENT 18-19	9/30/2019	210	1797	2,652	767	-	767	1,885
EXTENDED ASSESSMENT 19-20	6/30/2020	210	1964	549	-	-	-	549
SPR&I	9//30/2019	210	1798	2,416	2,416	-	2,416	-
YOUTH TRANSITION PROGRAM (7/1/19- 6/30/21)	6/30/2021	210	1799	163,451	76,632	-	76,632	86,819
RTI GRANT	-	210	1803	605	-	-	-	605
OSBA BRADY TRUST	-	210	1837	113	20	-	20	93
COLUMBIA REGIONAL PROGRAM	6/30/2020	210	1895	35,844	28,610	-	28,610	7,234
<u>HEATHER BAILEY</u>								
GEF- DISC GOLF COURSE	3/15/2020	210	1125	3,450	-	-	-	3,450
GEF- AFTERSCHOOL MENTOR PROGRAM	4/1/2020	210	1134	1,869	738	-	738	1,131
GEF- 8TH GRADE FIELD TRIP	3/15/2020	210	1135	383	-	-	-	383
GEF- BETTY'S BOOKS DONATION	-	210	1137	1,000	907	92	999	1
GEF- AVID TEDX EVENT	11/30/2019	210	1124	267	-	-	-	267

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GEF- WLK FLEXIBLE MATH SEATING	11/30/2020	210	1126	276	-	-	-	276
GEF- WLK LIBRARY OF COMPOSERS	11/30/2020	210	1138	500	500	-	500	-
GEF- WLK SENSORY RESOUR. FOR SEL	11/30/2020	210	1123	170	168	-	168	2
INSTUCTIONAL PROGRAM - WLK	-	210	1788	457	-	-	-	457
ROBOTICS- DONATIONS	-	210	1831	1,008	681	-	681	327
CLACK CTY-GROWING TOGETHER	-	210	1855	975	-	-	-	975
WLK RISING GRANTS/DONATIONS	-	210	1960	7,409	1,034	-	1,034	6,375
POSITIVE FAMILY SUPPORT	-	210	1961	3,961	-	-	-	3,961
FOR THE LOVE OF SCHOOLS	-	210	1971	172	172	-	172	-
<u>PETRA HOGHOVA</u>								
TITLE III ENG LANG ACQUISTION 19-20	9/30/2020	210	1808	11,935	8,220	-	8,220	3,715
GEF ESL FAMILY LITERACY	-	210	1890	1,620	-	-	-	1,620
MIGRANT ED 2019-20	-	210	1968	1,500	299	-	299	1,201
<u>KEVIN TAYLOR</u>								
BOB'S RED MILL GRANT-DRAMA/CHOIR/BAND	-	210	1204	439	-	-	-	439
STUDENT WELL BEING CLASS/PROGRAM DONATIONS	-	210	1210	1,745	1,312	-	1,312	433
GEF COLLEGE CREDITS	-	210	1113	4,023	3,166	-	3,166	857
C-TEC CARL PERKINS - Manufacturing	6/30/2020	210	1845	4,000	-	-	-	4,000
C-TEC CARL PERKINS - Graphic Arts	6/30/2020	210	1847	4,269	4,262	-	4,262	7
C-TEC CARL PERKINS - BASIC 19-20	6/30/2020	210	1805	3,140	3,140	-	3,140	(0)
STEM EQUIPMENT	-	210	1899	570	-	-	-	570
GEF- GHS RECORDING SYST. JAZZ CHOIR	11/30/2020	210	1102	1,500	1,500	-	1,500	-
GEF- GHS ART (J.ALLGOOD MEMORIAL DONATION)		210	1140	350	-	-	-	350
GEF-CULTURE OF FOODS		210	1150	42	-	-	-	42
GEF- WEIGHT ROOM ADDITIONS	11/30/2019	210	1132	2,371	871	-	871	1,500
GEF- GHS THRIVING PROJECT	11/30/2020	210	1128	5,350	5,350	-	5,350	-
GEF- GHS DYNAMIC CARTS PHYSICS	11/30/2020	210	1136	1,458	1,458	-	1,458	(0)
GEF- GHS WELDER	11/30/2020	210	1149	3,010	2,721	-	2,721	289
GEF- GHS GATES TOOL STORAGE	11/30/2020	210	1152	1,679	1,679	-	1,679	-
GEF- GHS HEADPHONES FOR TECH CLASS	11/30/2020	210	1129	150	140	-	140	10
INSTUCTIONAL PROGRAM - GHS	-	210	1787	813	-	-	-	813
C-TEC STEM	-	210	1820	6,071	-	-	-	6,071

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BACKPACK BUDDY PROGRAM DONATIONS	-	210	1851	3,293	-	-	-	3,293
CESD- COLLEGE AND CAREER READINESS	-	210	1863	1,751	1,751	-	1,751	(0)
TARGET GRANT (FIELD TRIPS)	-	210	1876	600	-	-	-	600
MILLER FOUNDATION - CURRICULUM	-	210	1884	494	-	-	-	494
HIGH SCHOOL SUCCESS YEAR 2 2019-20 FOR THE LOVE OF SCHOOLS	6/30/2021 -	210 210	1892 1971	541,106 1,437	367,008 -	- -	367,008 -	174,098 1,437
<u>WENDY WILSON</u>								
GEF - EXTENDED DAY MAKEOVER	3/15/2020	210	1163	527	388	-	388	139
GEF- IMPROVING STUDENT WRITING	11/30/2019	210	1155	976	975	-	975	1
GEF- SPHERO ROBOTS	11/30/2019	210	1121	5	5	-	5	-
GEF STEM MAKER SPACE	11/30/2020	210	1122	2,500	-	-	-	2,500
GEF- JWE TAKE HOME READERS	11/30/2020	210	1142	1,982	2,086	-	2,086	(105)
GEF- JWE CALM MINDS & COVERS	11/30/2020	210	1146	559	-	-	-	559
GEF- JWE UKELELE PROJ	11/30/2020	210	1147	603	603	-	603	-
GEF- JWE BOOKS FOR CHANGE/SOC JUST.	11/30/2020	210	1157	680	-	-	-	680
UNCLE BEN'S/ALBERTSON GRANT	-	210	1206	1,264	20	-	20	1,244
ROTARY GRANT - JWE STEM CLUB	-	210	1209	600	166	-	166	434
INSTUCTIONAL PROGRAM - JWE	-	210	1786	4,062	118	-	118	3,944
INSTUCTIONAL PROGRAM - Science Grant	-	210	1786	655	-	-	-	655
HUSTON SCIENCE GRANT	-	210	1207	5,000	7,082	-	7,082	(2,082)
TOTAL GRANTS/CONTRACTS				1,932,629	1,059,719	27,830	1,087,549	845,079