

AGENDA REEDSPORT SCHOOL DISTRICT
105
REGULAR BOARD MEETING
March 21, 2018, 6:30 p.m.
EXECUTIVE SESSION under ORS 192.660(2)(d) & (i) following Regular Meeting

I. CALL TO ORDER

II. ESTABLISH A QUORUM

III. PLEDGE OF ALLEGIANCE

IV. CHANGES TO THE AGENDA

V. ACCOLADES

VI. COMMUNITY COMMENTS

Individuals may address the Board on agenda items. Please let the Board Chair know which item you wish to address. You are limited to no more than three (3) minutes. You may address the Board on a topic not on the agenda as long as it does not pertain to a complaint against a staff member. However, the Board reserves the right to refer the matter to the administration

VII. Guy Marchione- Kyle Harold will be presenting his wood work

VIII. REPORTS

A. RCCS Student Representative – ASB Treasurer, Madison Kay

B. RCCS Administrator – Vince Swagerty

C. HES Administrator – Beckie Lupton

1. HES Lighthouse Report

D. SPED Director - Parma Roe

E. Curriculum Director – Cathy Hurowitz

F. Superintendent – Dan Forbess

G. Business Manager – Laura Shivers

H. Charter Advisory Council Representative

I. Certified and Classified Representatives – Julee Noel (ARE) and Jess Daily (ARESP)

J. Other

IX. CONSENT AGENDA

Actions that are routine or usually call for no discussion, such as approving minutes of previous meetings, acceptance of donations and similar actions, often handled together in one vote by the Board

A. Approval of Regular Board Meeting Minutes from February 21, 2018

B. Approval of Executive Session Meeting Minutes from February 21, 2018

C. Acceptance of Resignations/Retirements

D. Approval of New Hires/Assignment Changes/Volunteers:

1. Destany Anderson-JV Softball Coach

- E. Donation-
 - 1. Shawnita Zimmer-Abby's Closet

X. ACTION

- A. Policy IKF with AR third Reading – “Graduation Requirements”
- B. Policy DLC & DLC-AR seconded Reading- “Expense/Staff Expense Reimbursement”
- C. Policy KL-AR first reading “Public Complaint”
- D. 2018-19 School Year Calendar
- E. 2018-19 Budget Calendar

XI. DISCUSSION

- A. RCCS Gym Truss Repair and Seismic Grant
- B. Staff Appreciation Planning
- C. 2019-2020 School Year Calendar Planning/Committee

XII. COMMUNITY COMMENTS

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XIII. BOARD MEMBER COMMENTS

XIV. FUTURE AGENDA

Executive Session Special Meeting Thursday March 22nd 6:30 PM
Executive Session Special Meeting Friday March 23rd 4:00 PM
Executive Session Special Meeting Saturday, March 24th 8:00 AM.
Executive Session Special Meeting Thursday April 12th 6:30 PM
Regular School Board Meeting Wednesday April 18th 6:30 PM

XV. ADJOURNMENT

RCCS School Board Report March 2018

Student Academics/Positive Behavior/Activities



Taylor Phelps

Taylor Phelps has been ill a lot this winter. It is difficult to keep up with a demanding class like Spanish while missing a lot of school. Taylor has demonstrated that it is possible to overcome these challenges. She has worked hard to keep up and make up work when she had to miss class due to illness. I am very proud of her and her tenacity. Taylor has a great attitude!

Ms. Luther



Jacob Dukovich

Jacob Dukovich works very diligently in Spanish 1. He does all of his homework, pays attention in class and scores well on his quizzes and tests. His work ethic is a fine example for showing that doing the work pays off in good grades. Thanks, Jacob for setting an great example and keep up the good work!

Ms. Luther

We would like to congratulate our students of the month, Taylor Phelps and Jacob Dukovich, for their work in Spanish.

On Tuesday, March 13th, several of our students participated in the South Coast Skills Day at Coquille High School. The following students were prize winners:

Lucius Bouslough won first place in the Still Life competition.

Meghan Lumpkin-Harp won second place in the Sculpture competition.
Ally Foley took home the second place prize in Flash Fiction.
Randi Dexter took second in the Dialogue Derby.
In the Algebra I competition, the second place finisher was Randi Dexter.
In Pre-Calculus, Toby Storey finished third.
Alerik Payne won the third place ribbon in the Novice Stick Welding competition.

Congratulations to all of our winners and to every student that competed but did not place in their category. It was a great showing by RCCS students.



Congratulations to Lucius Bouslough, 10th grade category, 1st place and \$50 for his Acrylic painting and Maecey Hall, 12th grade category 2nd place and \$40 for her

charcoal drawing in the Coos Art Museum's Vision 2018 contest. Their art work is on display at the Coos Art Museum until April 14th.

Staff Professional Growth Activities

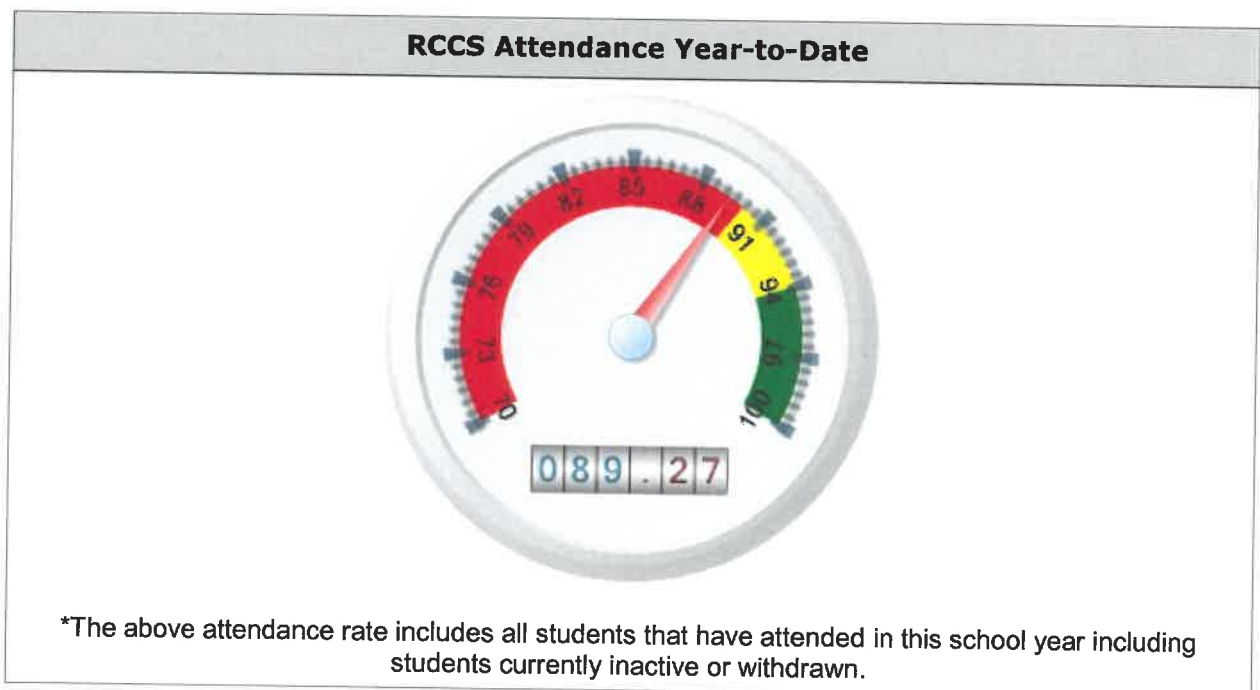
RCCS along with all other District staff participated in the Trauma Informed Practice training that took place on March 2nd.

RCCS staff spent the time on March 16th working with an AVID trainer in a teleconference. The staff then discussed AVID and possible next steps to gather more information.

Community Partnerships

Tom Bennett came and trained our seniors to do their senior interviews which are scheduled to take place in early April. Teams of Rotary members will come to interview our seniors so they can pass that part of the graduation requirement.

The booster club will be hosting their annual dinner/auction on Saturday, April 14th in the Community Center. Tickets are \$30 each.



ASB Category Report 2017/2018

Category	Beg. Balance	Current Balance	Difference
17 CLASS	\$1,062.25	\$1,062.25	\$0
18 CLASS	\$801.69	\$2,126.66	\$1,324.97
19 CLASS	\$1,905.38	\$1,905.38	\$0.00
20 CLASS	\$1,000.00	\$1,684.43	\$684.43
21 CLASS	\$0.00	\$26.00	\$26.00
7TH GRADE GIRLS BB	\$95.69	\$119.63	\$23.94
7TH GRADE VOLLEYBALL	\$292.40	\$55.00	(\$237.40)
8TH GRADE VOLLEYBALL	\$44.95	\$215.90	\$170.95
ADMIN-PRINCIPAL	\$477.54	\$459.55	(\$17.99)
ART	\$1,097.49	\$1,097.49	\$0.00
ATHLETIC GEN FUND	\$1,705.97	\$2,227.97	\$522.00
ATHLETIC SUPPLIES	\$39.68	\$39.68	\$0.00
BAND	\$5.49	\$5.49	\$0.00
BASEBALL	\$1,298.02	\$2,414.00	\$1,115.98
BOOSTERS-ASB	\$1,486.72	\$1,086.72	(\$400.00)
BRAVES PARENT GROUP	\$205.84	\$205.84	\$0.00
CASH DRAWER	\$250.00	\$0.00	(\$250.00)
CHIEFTAIN	\$7,063.87	\$6,997.70	(\$66.17)
CHOIR	\$248.85	\$248.85	\$0.00
COMMUNITY PRIDE	\$350.86	\$350.86	\$0.00
CONCESSIONS	\$5,192.50	\$4,174.52	(\$1,017.98)
CROSS COUNTRY	\$330.26	\$484.35	\$154.09
CULINARY CLASS	\$1,139.56	\$875.56	(\$264.00)
DRAMA	\$733.45	\$733.45	\$0.00
E-SCRIP	\$772.51	\$772.51	\$0.00
EMPLOYEE WELLNESS	\$403.04	\$252.58	(\$150.46)
FOOTBALL	\$2,786.29	\$2,525.47	(\$260.82)
FRIENDSHIP	\$495.56	\$495.56	\$0.00
GED PREPARATION	\$320.00	\$320.00	\$0.00
GENERAL FUND	\$5,294.08	\$4,114.99	(\$1,179.09)
GOLF	\$105.87	\$205.87	\$100.00
IND TECH-SHOP CLASS	\$2,644.79	\$2,666.54	\$21.75
INTEREST	\$210.40	\$215.78	\$5.38
JUNIOR GENERAL FUND	\$5,463.16	\$5,096.56	(\$366.60)
JUNIOR TRACK	\$787.84	\$787.84	\$0.00
JV LADY BRAVES BASKETBALL	\$24.20	\$24.20	\$0.00
JV VOLLEYBALL	\$81.50	\$738.67	\$657.17
LADY BRAVES BASKETBALL	\$0.00	\$0.00	\$0.00
LIFE SKILLS	\$1,165.19	\$1,165.19	\$0.00
LOST LIBRARY BOOKS	\$24.00	\$24.00	\$0.00
MIKE JONES MEMORIAL	\$750.01	\$750.01	\$0.00
MR RHS	\$17,826.67	\$18,134.79	\$308.12

3-14-18


MR RHS GRANT	\$825.94	\$825.94	\$0.00
NHS	\$1,849.80	\$2,466.86	\$617.06
OHSET-EQUESTRIAN	\$791.95	\$95.95	(\$696.00)
OSAA	\$123.00	\$123.00	\$0.00
PSAT	\$279.00	\$471.00	\$192.00
READ A THON	\$37.77	\$553.78	\$516.01
RHS LIBRARY FUND	\$1,435.96	\$1,435.96	\$0.00
SCHOLASTIC BOOKS	\$40.94	\$74.94	\$34.00
SHOP BUS	\$807.25	\$807.25	\$0.00
SOFTBALL	\$3,064.61	\$2,758.65	(\$305.96)
SPANISH CLUB	\$211.07	\$211.07	\$0.00
SUNSET SIX LEAGUE 16-17	\$3,373.39	\$0.00	(\$3,373.39)
*SWIM	\$0.00	\$2,707.00	\$2,707.00
TRACK	\$809.00	\$809.00	\$0.00
TRACK RENOVATIONS	\$4,195.00	\$4,195.00	\$0.00
TYLER HOFFMAN MEMORIAL	\$210.05	\$210.05	\$0.00
VARSITY BOYS BXB	\$634.30	\$634.30	\$0.00
VARSITY CHEER	\$734.26	\$734.26	\$0.00
VOLLEYBALL	\$125.22	\$1,124.33	\$999.11
WEIGHT TRAINING	\$148.68	\$78.18	(\$70.50)
WRESTLING	\$376.44	\$1,018.94	\$642.50
WRITING CONFERENCE	\$70.19	\$70.19	\$0.00
	\$86,127.39	\$88,293.49	
Updated 03/12/18			
*Denotes a new club			

3-14-18


3/12/2018



Summary by Category Report 17-18
7/1/2017 through 6/30/2018

Category	7/1/2017- 6/30/2018
INCOME	
17 CLASS	1,062.25
18 CLASS	2,126.66
19 CLASS	1,905.38
20 CLASS	1,684.43
21 CLASS	26.00
7TH GRADE GIRLS BB	119.63
7TH GRADE VOLLEYBALL	55.00
8TH GRADE VOLLEYBALL	215.90
ADMINISTRATIVE- PRINCIPAL	459.55
ART	1,097.49
ATHLETIC GENERAL FUND	2,227.97
ATHLETIC SUPPLIES	39.68
BAND	5.49
BASEBALL	2,414.00
BOOSTERS-ASB	1,086.72
BRAVES PARENT GROUP	205.84
CASH DRAWER	0.00
CHIEFTAIN	6,997.70
CHOIR	248.85
COMMUNITY PRIDE	350.86
CONCESSIONS	4,174.52
CROSS COUNTRY	484.35
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FRIENDSHIP	495.56
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JUNIOR GENERAL FUND	5,096.56
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JV LADY BRAVES BASKETBALL	24.20
JV VOLLEYBALL	738.67
LADY BRAVES BASKETBALL	0.00
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LOST LIBRARY BOOKS	24.00
MIKE JONES MEMORIAL	750.01
MR RHS	18,134.79
MR RHS GRANT	825.94
NHS	2,466.86
OHSET-EQUESTRIAN	95.95
OSAA	123.00
PSAT	471.00
READ A THON	553.78
RHS LIBRARY FUND	1,435.96

Summary by Category Report 17-18
7/1/2017 through 6/30/2018

3/12/2018

Category	7/1/2017- 6/30/2018
SCHOLASTIC BOOKS	74.94
SHOP BUS	807.25
SOFTBALL	2,758.65
SPANISH CLUB	211.07
SUNSET SIX LEAGUE 16-17	0.00
SWIM	2,707.00
TRACK	809.00
TRACK RENOVATIONS	4,195.00
TYLER HOFFMAN MEMORIAL	210.05
VARSITY BOYS BXB	634.30
VARSITY CHEER	734.26
VOLLEYBALL	1,124.33
WEIGHT TRAINING	78.18
WRESTLING	1,018.94
WRITING CONFERENCE	70.19
TOTAL INCOME	88,293.49
Balance Forward	
Bal Fwd FY2017-2018	0.00
TOTAL Balance Forward	0.00
OVERALL TOTAL	88,293.49

LEADERS, STRIVING FOR EXCELLENCE

Highland Priorities:

1. Improve culture, climate and communication by fully implementing *The Leader in Me* and strengthening family involvement.

- This year the staff is focusing on positive communications with families. Below are the number of positive contacts made by staff with families. There was a 25.2% decrease in behavior trackers for the month of February compared to last year in February.

September - 83	October - 107	November - 81	December - 49
January- 62	February- 72	March	April

- HES attendance is back up above 90% for all grade levels except 5th grade.

Grade ATTENDANCE



- Student Lighthouse Team members- Aiden Beska and Baylee Mesa will present at the March meeting.
- This year’s Family Reading Night wasn’t as well attended as in years past, but a great time was had by all with just over 100 people (66 students and 36 adults) in attendance. Once again a huge thank you goes to Highland Staff for the additional time they put in to make the event a reality and to Laura Squglio for her always delicious Chili and Cinnamon rolls.
- National School Walkout, March 14th at 10:00 a.m. – This was a controversial topic for a few students at HES, but especially staff and families. As educators we tread lightly when it comes to political conversations with students, but also in this case we used extreme caution with ensuring we did not give our students (K-3rd) a reason to feel unsecure while at school. That being said, we looked at this as an opportunity to build trusting relationships with kids and to empower them to use their voice. The initial student that brought this to our attention is a member of our Student Lighthouse Team. We had the Student Lighthouse Team take the lead on preparing activities for our walk out to the Cafeteria event. Forty-seven students from 5th/6th grade participated and activities were focused on making our world/school a better/safer place and writing letters to the families of the victims.

LEADERS, STRIVING FOR EXCELLENCE

2. Improve student engagement through PLCs, professional development and peer lesson studies.

Professional Development

On Friday, March 2nd a **Trauma Informed Practices** training was held at RCCS for all district staff. It was awesome to see 88% of HES staff not only in attendance, but digging in to the material to improve relationships with each other, students and families. It was awesome to see their trust and appreciation for one another!!



ALICE Training

Ten district staff members have volunteered to participate in an ALICE Training on March 23rd at Siuslaw Middle School in Florence. Sara Wells, Sara Simons, Linda Parker, Colin Hurowitz, Sherri Zellar, Brian Reed, Paula Plotz, Terry Plotz, Sheri Wall and I will be attending.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professional's intent on conveying a political message through violence, ALICE Training option based tactics have become the accepted response, versus the traditional "lockdown only" approach.

3. Strengthen core instruction and instructional practices through the implementation of Journeys (Reading) and Engage NY (Math).

HES continues with their weekly PLC times to work together on Journeys and assessment alignment. Each grade level team has been provided an additional four hours (SIG \$) of collaboration time for the 3rd quarter to improve student engagement through thorough planning in all academic areas.



Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

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March 21, 2018

To: Board of Directors, Reedsport School District #105

Special Education Report | Parma Roe, Special Education Director

Special Education Personnel: Good News for the Reedsport Program

RCCS Resource

I am extremely pleased to report I have received permission from Supt. Forbess to hire another Resource Room teacher at RCCS. My plan is to assign a .50 FTE case manager all of the Jr. High students, which will remove about a third (20 students) from Jennifer Tymchuk's case load. With this redistribution in place, Jennifer will be able to focus her time on the older students in transition, and those who need individualized assistance to complete graduation requirements. I am hopeful we can implement this before the end of the year, but it may not happen until fall.

RCCS Life Skills

After many months of fruitless searching, we now have a couple of promising candidates interested in teaching Life Skills at RCCS. Interviews will take place before and after spring break.

Special Education Disability Categories as of December Child Count

- Interestingly, our Autism-Spectrum student numbers have tripled over the last two years.
- Increase in OHI category is likely attributed to our increased awareness of students impacted by anxiety disorders, PTSD, depression, and AD/HD (many trauma-related conditions).
- Records show we currently have over 130 active SpEd students, many more than in December.

Primary Disability	2015-16	2016-17	2017-18
Autism Spectrum Disorder	4	7	11
Communication Disorder	24	24	26
Emotional Disturbance	3	5	5
Hearing Impairment	0	0	1
Intellectual Disability	15	12	10
Orthopedic Impairment	1	1	0
Other Health Impairments	12	11	18
Specific Learning Disability	45	52	43
Traumatic Brain Injury	0	0	1
Total	104	112	115

Board Report March 2018

Cathy Hurowitz
Curriculum Coordinator

Regional Curriculum Meeting: I attended the curriculum director meeting at SCESD. Staff from Migrant Education at ODE was in attendance. We discussed the changes and services available. Agriculture, dairy, fish, and forestry workers qualify for the program. Any student that moves with their family for 3 days across district lines qualifies for services as long as one of the parents “touches” the raw material. Even if the move occurs in the summer. The group discussed the possibility that our region was not receiving enough services as we might not be counting our students appropriately. ODE staff are going to send us forms and surveys to determine our regional need. Students age 3-21 may be served.

Additional discussion on free technology was shared. ODE has contracts with several technology resources that schools and districts may use at no charge. These resources may be used in a variety of way from enhancing classroom instruction, intervention, or even attaining credit for graduation. Please refer to the flyer. These resources can be used by any student or family in the state at no charge. I have shared the information with site administrators and our technology team.

Technology Committee: The technology team is working with Mr. Capps on a variety of IT issues affecting the use of technology in the classrooms. We had a brief opportunity to review the technology survey that staff was asked to take. We will be considering the survey information and how we will use it during our next meeting. We will consider staff feedback, professional development, and instructional standards that relate to technology.

Transition Conference: I attended the State Transition Conference with Jennifer Tymchuk and Brian Reeds. We attended a variety of sessions. I focused on sessions held by small schools that have strong programs. I also made contacts with transition staff in a couple areas to possibly send our transition specialist to visit other programs for ideas to incorporate into the transition programs at RCCS.

Trauma Informed: The RCCS Trauma Team attended day 3 of the ODE/COSA summit that we have been attending. We learned strategies that we can implement in our daily practices while working with students. A second cohort is beginning April 6th with Marshfield HS hosting the COSA trainers. I have collected anecdotal data for Superintendent Forbes to help him decide if the district will invest in sending additional staff to the 2 year training summits.

AVID: The RCCS staff will participate in a WebEx with Melissa Cole on Friday March 16th. Melissa was planning to come to RCCS but had a conflict in scheduling. Staff will have an opportunity to ask questions and determine if the AVID framework is appropriate for RCCS at this time.

Life Skills: I continue to support the Life Skills class at RCCS. I have been working with the teaching and IA staff to plan our current themes and have developed curriculum for the students. I am also writing the student IEPs as they come up.

Oregon Digital Innovations Resources Use Cases



Most districts and ESDs in Oregon take advantage of ODE's agreement. If you're an IT professional and want to be sure you're covered, please email the address on page one.

Educators around Oregon use the Google Suite to collaborate with learners and colleagues both locally and across the state and nation.



HippoCampus is broadly used in classrooms to punctuate blended instruction and show simulations. Oregon instructors can create a playlist of learning objects and distribute them to their students. Project a simulation at the start of a lesson to engage students. Objects can also be embedded in any Learning Management System.



Using a projector, show where a book or current event is taking place in relation to where you are. Load sets of data in from available maps to analyze trends. Create or use sets of data and analyze them geographically. Simply load nine different map types. Overlay historic data to make inferences about why an area changed. Read an inspiring story here: <http://bit.ly/LA-GIS>



SketchUp Pro must be installed on a computer so is most appropriate in a lab or mini lab of Windows or Mac computers.

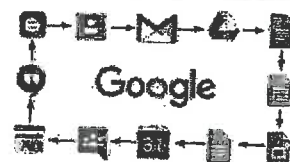
Students could recreate the setting of a book as a book report, build out a medieval village or a pyramid, or create unique work of their own for a 3D printer or publication.



EdReady can be used in an after school or summer school program as a catch up tool for students. Some teachers use it as extra practice or test prep that can't be accommodated in class. Some students are given just the content they need to practice. Some use it side-by-side during instruction for additional ways to learn and practice.

Oregon Digital Innovations Resources for Schools

Oregon has a contract with Google that allows all public schools in Oregon to get a Google Suite domain of their own with extra protection. Our contract: 1. Gives schools Department of Justice help in the event that they need it. 2. Assures that all data will be stored in the U.S. 3. Allows districts an unlimited number of domains.



Learn More at <http://bit.ly/GoogleInOregon>.



HippoCampus is a curated repository of nearly 6,000 multimedia learning objects from National Oceanographic and Atmospheric Association, Khan Academy, New Mexico State Learning Games Lab, PhET Interactive Science Simulations, NASA and more. Create an account at <http://bit.ly/OregonHippo> to get started!

Learn More at <http://bit.ly/HippoOregon>

ArcGIS Online lets students and teachers explore and analyze data using maps. The ability to map information about demographics, historical landmarks, animals around the world, or your local neighborhood helps students become data scientists who can organize and make sense of data through mapping. Anyone can view any geographic information simply and easily.



Learn More at <http://bit.ly/ArcGISOregon>



SketchUp Pro users are architects, designers, builders, makers and engineers. Oregon students have access to professional tools used by the experts and they design their own creations. Students can create furniture, structures, clothing, or any physical object and view their design from all perspectives.

Learn More at <http://bit.ly/SketchUpOregon>

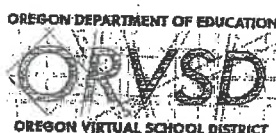
EdReady is an online math tool for educators and students. It provides differentiated instruction on topics from basic math to calculus. EdReady helps educators: 1. Define a scope of learning for students. 2. Provide students with resources for learning. 3. Use report data to inform instruction.



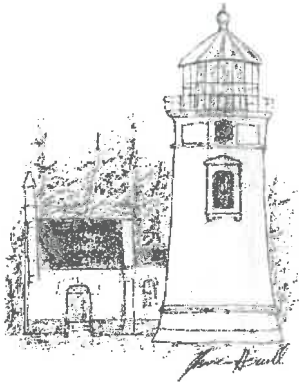
Learn More at <http://bit.ly/EdReadyOregon>

READING + Language Arts have been added!

Need help? Want to access these tools?



Email support@orvsd.org or visit orvsd.freshservice.com



Reedsport School District 105

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Superintendent's Report to the Board for March 21, 2018

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. PLEDGE OF ALLEGIANCE
- IV. CHANGES TO THE AGENDA
- V. ACCOLADES – An opportunity for Board members to recognize members from our school community for activities/efforts
- VI. COMMUNITY COMMENTS
- VII. STUDENT PRESENTATION – RCCS student, Kyle Harold, will be introduced by his teacher, Guy Marchione, and present his woodworking projects
- VIII. REPORTS
 - A. RCCS Student Representative – Madison Kay, ASB Treasurer.
 - B. RCCS Administrator – Vince has provided a written report and available for comments/questions.
 - C. HES Administrator – Beckie has provided a written report and available for comments/questions.
 1. The HES Lighthouse Student Leaders will provide a verbal report, as well.
 - D. SPED Director - Parma has provided a written report and available for comments/questions.
 - E. Curriculum Coordinator – Cathy Hurowitz has provided a written report and is available for comments/questions.
 - F. Superintendent – My written report is embedded and aligns with the Board's agenda. In addition, I've been working on: a) collective bargaining efforts, b) RCCS principal search materials/process, c) facility work and insurance claims, d) beginning our budget development work, and other tasks. Our current year, State School Fund (SSF) revenue was adjusted slightly downward this month, which is related to an overall SSF adjustment and slightly less student enrollment than initially calculated – Laura's business report will provide detail.

- G. Business Manager – Laura Shivers has provided a written report, including the monthly list of bills/payments.
- H. Charter Advisory Council Representative – David or Vince may provide information.
- I. Certified and Classified Representatives – verbal reports may be provided by Julee Noel (ARE) and Jess Dailey (ARESP) or their designees.
- J. Other reports from staff, if provided.

IX. CONSENT AGENDA – meeting minutes, personnel, and donation items for action.

X. ACTION

- A. Policy IKF with AR 3rd Reading – “Graduation Requirements” adds waiver language for foster, homeless, runaway, military interstate compact, migrant, and youth corrections students. Aligns with other legislative changes including Modified Diploma. Also, the AR has been updated with current RCCS graduation requirement language.
- B. Policy DLC with AR “Expense Reimbursement and Staff Expense Reimbursement” 2nd Reading - has been updated with current OSBA recommended language and rates. Although mileage reimbursement rates are based on the semi-annually adjusted federal IRS rate, this policy should be reviewed whenever an OSBA update is suggested to align with common travel reimbursement rates.
- C. Policy KL-AR “Public Complaint” first reading – The complaint form adopted by the District in 2015 does not include a location for the person’s name and contact information. I’ve included a sample complaint form that I recommend the District consider.
- D. 2018-2019 School Calendar – After considering drafts of a North Bend SD calendar last month and obtaining initial Board feedback, two version of draft 2018-2019 school year calendars were provided via email attachment to all staff. On March 8th, I met with the ARESP and ARE liaison teams and received a very detailed calendar revision. The final three drafts are provided for Board consideration. “Version 1a” is the North Bend SD, December 19th winter break start; “Version 1b” moves the winter break back a few days and through the first week of January; and, “Version 2” incorporates a lot of input received from our association membership. In two of the three versions, an accommodation for a traditional mid-year Brave Session is included.
- E. Budget Calendar – The 2018-2019 Budget Calendar is provided for your consideration.

XI. DISCUSSION

- A. Seismic Grant Update / Gym Closure Update – Although our insurance claim for the broken trusses has been opened, we have yet to reach a total dollar value for our claim. Besides the repair work, we have additional costs (e.g. athletic travel/facility rentals, temporary safety corridor construction) that will be considered. Overall, the claim will likely exceed \$200,000. In the meantime, Western Wood Structures began repair and code upgrade design work during the last week of February and they are working as a subcontractor to Partney Construction as part of the Seismic Project work. At this time, depending on any unforeseen changes, we believe the truss repair and code upgrade construction work can be completed by mid-May, which would allow the RCCS graduation ceremony to be held in the RCCS gymnasium.
- B. Staff Appreciation Planning – Director Carter has been spearheading this effort, which has included support from other board members and building staff. This will be an opportunity to discuss the planning and implementation strategy.
- C. 2019-2020 School Year Calendar Planning/Committee – Based on recent collective bargaining discussions and feedback on the proposed 2018-2019 calendar, I believe

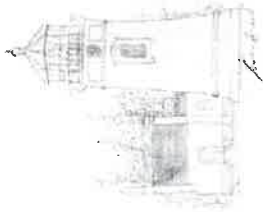
there are several student learning, professional development, and related scheduling factors that should be addressed by a Board appointed School Year Calendar Committee. The committee's task could include soliciting staff/community input and review most recent student academic support, conferencing, grading, and professional development scheduling. Then, by December 2018, the committee could provide the Board with a recommendation for the 2019-2020 (and beyond) school year calendar.

XII. COMMUNITY COMMENTS

XIII. BOARD MEMBER COMMENTS

XIV. FUTURE AGENDA

XV. ADJOURNMENT



REEDSPORT SCHOOL DISTRICT 105
CASH ACTIVITY REPORT FOR ALL FUNDS

FEBRUARY 2018

	BEGINNING BALANCE 2/1/2018	ACCOUNTS				INTEREST LESS FEES	TRANSFERS IN (OUT)	ENDING BALANCE 2/28/2018
		DEPOSITS	DISBURSEMENTS	PAYROLL DISBURSEMENTS	PAYROLL LIABILITY DISBURSEMENTS			
General Checking (Umpqua Bank)	184,280.43	170,458.20	(356,424.88)	(253,703.85)	(262,960.63)	(179.47)	700,000.00	181,469.80
Local Government Investment Pool	4,146,409.06	510,266.02	-	-	-	5,936.76	(700,000.00)	3,962,611.84
Money Market	6,656.02	-	-	-	-	-	-	6,656.02
TOTAL CASH PER BOOKS	4,337,345.51	680,724.22	(356,424.88)	(253,703.85)	(262,960.63)	5,757.29	-	4,150,737.66



REEDSPORT SCHOOL DISTRICT 105

Year-to-Date Activity & Forecast

GENERAL FUND

For the period ending February 28, 2018

ACTIVITY

Revenues:

	Adopted Budget 2017-18	YTD Actuals through Current Month	Encumbrances	Actuals Including Encumbrances	Forecast through 6/30/2018	Over/ (Under) Budget
Beginning Fund Balance	600,000	1,158,575			^{1*} 1,158,575	558,575
Property Taxes	1,900,000	1,823,447			1,938,447	38,447
Interest	10,000	21,518			28,518	18,518
Admissions	12,000	7,945			7,945	(4,055)
Fees - Sport Participation	15,000	6,362			8,162	(6,838)
Rentals	15,000	8,600			12,600	(2,400)
Contributions	4,000	709			709	(3,291)
Recovery of Prior Year Expenditure	-	6,256			6,256	6,256
Miscellaneous Revenue	10,000	4,774			8,774	(1,226)
Services Provided Charter County School Fund	743,374	-			700,000	(43,374)
State School Fund	8,500	-			8,500	-
Common School Fund	5,390,474	4,062,627			5,319,609	(70,865)
Federal Forest Fees	82,775	31,810			73,197	(9,578)
Loan Receipts	-	71,450			71,450	71,450
Interfund Transfers	-	300,000			300,000	300,000
TOTAL:	8,791,123	7,504,073			9,642,742	851,619

Expenditures:

Salaries	1,981,588	1,236,069	805,000	2,041,069	2,041,069	59,481
Benefits	1,383,563	787,020	550,000	1,337,020	1,337,020	(46,544)
Purchased Services	4,477,145	687,662	3,900,000	4,587,662	4,587,662	110,517
Supplies & Materials	95,350	137,980	31,000	168,980	168,980	73,630
Capital Outlay	-	-	-	-	-	-
Other	73,450	343,307	14,000	357,307	357,307	283,857
Transfers Out	230,000	-	230,000	230,000	230,000	-
SUB-TOTAL:	8,241,096	3,192,038	5,530,000	8,722,038	8,722,038	480,942

CONTINGENCY:

TOTAL:	550,027	-	-	-	-	-
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PROJECTED ENDING FUND BALANCE

920,704

PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2018

10%

REEDSPORT COMMUNITY CHARTER SCHOOL

Expenditures:

Salaries	1,304,018	782,075	495,000	1,277,075	1,277,075	(26,943)
Benefits	816,695	447,071	333,519	780,590	780,590	(36,105)
Purchased Services	1,186,204	296,508	942,316	1,238,824	1,238,824	52,619
Supplies & Materials	100,700	79,599	30,000	109,599	109,599	8,899
Other	56,025	53,554	4,000	57,554	57,554	1,529
TOTAL:	3,463,642	1,658,808	1,804,835	3,463,643	3,463,643	(0)

^{1*} Beginning fund balance is audited.

REEDSPORT SCHOOL DISTRICT 105
Year-to-Date Activity & Forecast
GENERAL FUND
 FEBRUARY 2018

Account #	Adopted Budget 2017-18	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
Revenues:															
5400 Beginning Fund Balance	600,000	-	-	-	-	-	1* 1,158,575	-	-	-	-	-	-	1,158,575	(558,575)
111x Property Taxes	1,900,000	15,959	8,463	15,591	7,259	1,177,161	555,467	30,472	13,035	50,000	10,000	5,000	50,000	1,938,447	(38,447)
15xx Interest	10,000	386	492	1,253	2,249	11	5,951	7,304	6,122	2,000	2,000	1,500	1,500	28,518	(18,518)
171x Admissions	12,000	-	-	2,249	3,061	-	865	178	1,593	-	-	-	-	7,945	4,055
1740 Fees - Sport Participation	15,000	-	1,160	1,600	962	560	2,460	1,060	1,593	800	500	500	-	8,162	6,838
1911 Rentals	15,000	1,000	1,000	1,000	1,500	1,000	1,000	1,000	1,100	1,000	1,000	1,000	1,000	12,600	2,400
1920 Contributions	4,000	-	-	-	-	709	-	-	-	-	-	-	-	709	3,291
1960 Recovery of PY Expenditure	10,000	832	225	106	1,455	417	1,077	11	6,256	-	-	-	-	6,256	(6,256)
1990 Miscellaneous Revenue	743,374	-	-	-	-	-	-	-	652	1,000	1,000	1,000	1,000	8,774	1,226
1943 Services Provided Charter	8,500	-	-	-	-	-	-	-	-	-	8,500	-	-	700,000	43,374
3101 County School Fund	5,390,474	-	1,355,555	451,671	451,671	451,671	451,671	451,685	448,703	418,994	418,994	418,994	-	5,319,609	70,865
3103 Common School Fund	82,775	-	-	-	-	-	17,714	-	31,810	-	-	-	-	41,367	73,197
4801 Federal Forest Fees	-	-	-	-	-	-	-	-	53,736	-	-	-	-	71,450	(71,450)
5150 Loan Receipts	-	-	300,000	-	-	-	-	-	-	-	-	-	-	300,000	(300,000)
5200 Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES:	8,791,124	318,217	1,366,895	472,030	466,616	1,630,820	2,194,779	491,709	563,006	473,794	441,994	427,994	794,887	9,642,742	(851,619)

Account #	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
Expenditures:														
100 Salaries	47,985	139,131	163,774	175,186	181,217	177,163	170,795	180,818	165,000	165,000	165,000	310,000	2,041,069	(59,481)
200 Benefits	17,805	70,146	120,209	114,977	116,193	112,727	116,925	118,038	125,000	125,000	125,000	175,000	1,357,020	46,544
300 Purchased Services	4,477,146	82,261	75,088	96,791	84,177	59,575	203,901	74,555	100,000	100,000	100,000	3,600,000	4,587,662	(110,516)
400 Supplies & Materials	37,692	57,421	11,349	11,838	8,167	2,549	3,690	5,275	7,000	7,000	7,000	10,000	168,980	(73,650)
500 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
600 Other	1,076	331,757	3,018	1,665	-	2,935	2,611	246	3,000	3,000	3,000	5,000	357,907	(283,857)
700 Transfers Out	230,000	-	-	-	-	-	-	-	-	-	-	230,000	230,000	-
800 CONTINGENCY:	550,027	-	-	-	-	-	-	-	-	-	-	-	-	550,027
TOTAL EXPENDITURES:	8,791,124	115,892	680,716	373,437	400,458	389,754	354,948	378,911	400,000	400,000	400,000	4,330,000	8,722,038	69,086

ESTIMATED FUND BALANCE/ CARRYOVER AT MONTH END:	202,325	888,504	987,097	1,053,256	2,294,322	4,134,153	4,127,940	4,312,035	4,385,829	4,427,823	4,455,817	920,704	920,704	10%
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PROJECTED ENDING FUND BALANCE (FORECAST) REVENUE AT 6/30/2018													920,704
PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2018													10%

REEDSPORT COMMUNITY CHARTER FUND

Account #	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
Expenditures:														
100 Salaries	25,537	94,640	115,973	114,935	104,939	109,885	109,290	108,876	110,000	110,000	110,000	165,000	1,277,075	26,943
200 Benefits	816,695	13,294	53,063	63,608	62,452	61,983	63,479	62,922	66,250	66,250	66,250	134,769	780,590	36,105
300 Purchased Services	1,186,204	1,978	33,151	60,870	20,262	23,845	81,481	55,146	60,000	60,000	60,000	762,316	1,238,824	(52,620)
400 Supplies & Materials	100,700	8,008	10,989	4,981	4,298	21,416	5,695	17,667	8,000	8,000	8,000	6,000	109,599	(8,899)
600 Other	56,025	769	44,774	1,395	2,979	647	895	1,120	1,000	1,000	1,000	1,000	57,554	(1,529)
TOTAL EXPENDITURES:	3,463,643	49,586	223,241	219,770	209,716	202,304	261,769	245,731	245,250	245,250	245,250	1,069,085	3,463,643	(0)

1* Beginning fund balance is audited.
 2* \$3,463,643 of this amount is the estimated SSF payment to Reedsport Community Charter School for the 2017-2018 school year. The actual amount will be based on ADMw of the Reedsport Community Charter School times the Charter School Rate (ORS 338.155) on the May 2018 SSF estimate.
 3* This includes payment to the District's General Fund for services provided to Reedsport Community Charter School, including but not limited to Special Education, transportation, administration. The agreement is that Reedsport Community Charter School does not carry a fund balance from one year into the next year.
 4* This is the payment from Reedsport Community Charter School for services received from the District's General Fund (see 3*). This amount realizes the revenues received back into the General Fund of the District.

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check
 Fiscal Year: 2017-2018 Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches Dollar Limit: \$0.00
 Check Number Date Voucher Payee Invoice Account Description Amount

Bank Name: UMPQUA BANK CHECKING							
Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	02/07/2018	1119	UMPQUA BANK VISA	V108113	297.1131.0420.616.000.000.00	37-SPANISH TEXTBOOKS FROM AMAZON. RANGE IN	\$298.38
NCB	02/27/2018	1121	UMPQUA BANK VISA	V183369	272.1131.0410.616.471.000.00	PAINT-6 PACK WASHABLE PAINT	\$51.80
NCB	02/07/2018	1119	UMPQUA BANK VISA	V294849	100.2410.0460.146.000.000.00	Wet & Windy Duratex II 3x5	\$55.90
NCB	02/07/2018	1119	UMPQUA BANK VISA	V30524	700.1131.0410.616.120.000.00	Tricot Knit Polyester US Flag	\$19.96
NCB	02/07/2018	1119	UMPQUA BANK VISA	V412333	216.1272.0410.146.000.000.00	PLANET EARTH-THE COMPLETE COLLECTION	\$52.74
NCB	02/07/2018	1119	UMPQUA BANK VISA	V412333	216.1272.0410.146.000.000.00	Plantronics 355 Headset	\$10.26
NCB	02/07/2018	1119	UMPQUA BANK VISA	V412333	216.1272.0410.146.000.000.00	Reading Guide Strips (set of 7)	\$12.99
NCB	02/07/2018	1119	UMPQUA BANK VISA	V412333	216.1272.0410.146.000.000.00	Reading Guide Strips (set of 12)	\$302.20
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	Vocabulary Handbook	\$0.00
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	RUST-OLEUM 32-OUNCE SUNBURST YELLOW	\$5.29
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	RUST-OLEUM 32 OUNCE SUNRISE RED	\$35.72
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	MUYGO SOFT PASTEL 64	\$18.50
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	COLOR SET SQUARE CHALK	\$8.46
NCB	02/27/2018	1121	UMPQUA BANK VISA	V439953	208.1131.0410.616.130.000.00	CARL ANGEL-5 PENCIL SHARPENER, RED	\$53.46
NCB	02/07/2018	1119	UMPQUA BANK VISA	V480554	272.1131.0410.616.471.000.00	RUST-OLEUM 32 OUNCE FLAT BLACK	
						AMAZON ORDER-SEE ATTACHED(EMAIL) LIST OF	

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	02/27/2018	1121	UMPQUA BANK VISA	V506946	100.1220.0410.708.320.000.00	Daily Paragraph Editing, Grade 4 - Teacher's Edition,	\$23.99
NCB	02/27/2018	1121	UMPQUA BANK VISA	V506946	100.1220.0410.708.320.000.00	Daily Paragraph Editing, Grade 5-Teacher's Edition,	\$23.99
NCB	02/27/2018	1121	UMPQUA BANK VISA	V506946	100.1220.0410.708.320.000.00	Daily Paragraph Editing, Grade 6-Teacher's Edition,	\$23.99
NCB	02/27/2018	1121	UMPQUA BANK VISA	V506946	100.1220.0410.708.320.000.00	Daily Paragraph Editing, Grade 7-Teacher's Edition,	\$23.99
NCB	02/27/2018	1121	UMPQUA BANK VISA	V512933	297.1131.0420.616.000.000.00	38-SPANISH TEXTBOOKS FROM AMAZON. RANGE IN	\$12.16
NCB	02/27/2018	1121	UMPQUA BANK VISA	V622748	700.1132.0342.616.231.000.00	HOTEL ROOM FOR VINCE SWAGERTY AT MOTEL 6	\$78.95
NCB	02/27/2018	1121	UMPQUA BANK VISA	V622748	700.1132.0342.616.231.000.00	MEAL FOR JAMES, VINCE AND TERRY PLOTZ	\$36.00
NCB	02/07/2018	1119	UMPQUA BANK VISA	V623266	237.1299.0342.708.000.000.00	1 night stay at Inn at the Commons, 200 North	\$109.58
NCB	02/27/2018	1121	UMPQUA BANK VISA	V682917	100.2190.0410.708.320.000.00	Locking bar for use with 4 drawer filing cabinet - 2	\$65.65
NCB	02/27/2018	1121	UMPQUA BANK VISA	V781042	100.1220.0410.708.320.000.00	Bop-It	\$14.99
NCB	02/27/2018	1121	UMPQUA BANK VISA	V781042	100.1220.0410.708.320.000.00	Simon Says Classic Electronic	\$18.69
NCB	02/27/2018	1121	UMPQUA BANK VISA	V781042	100.1220.0410.708.320.000.00	Ravensburger 200 Piece Puzzle: Realm of Giants	\$13.49
NCB	02/27/2018	1121	UMPQUA BANK VISA	V781042	100.1220.0410.708.320.000.00	Ravensburger 200 Piece Puzzle: Friendly Felines	\$13.49
NCB	02/27/2018	1121	UMPQUA BANK VISA	V781042	100.1220.0410.708.320.000.00	Ravensburger 200 Piece Puzzle: Gathering at	\$9.39
NCB	02/07/2018	1119	UMPQUA BANK VISA	V958645	238.2210.0342.146.000.000.00	Windmill Inn Of Roseburg- 2 Rooms for 2 Nights	\$399.68

Check Total: \$1,793.69

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Exclude Voided Checks	Exclude Manual Checks	Description	Amount
17361	02/13/2018	1109	ACTIVE NETWORK, LLC	11096099	700.1132.0410.616.236.000.00			SWIM MANAGER UPGRADE--NEEDED FOR	\$249.00
									Check Total: \$249.00
17362	02/13/2018	1109	BNT PROMOTIONAL PRODUCTS	5180289	700.1132.0410.616.238.000.00			YOUTH SHORTS WITH LEFT LEG LOGO--JUNIOR HIGH	\$115.00
17362	02/13/2018	1109	BNT PROMOTIONAL PRODUCTS	5180289	700.1132.0410.616.238.000.00			YOUTH COMPRESSION SHIRT WITH FULL FRONT LOGO	\$115.00
17362	02/13/2018	1109	BNT PROMOTIONAL PRODUCTS	5180289	700.1132.0410.616.238.000.00			ADULT COMPRESSION SHIRT WITH FULL FRONT LOGO	\$189.09
17362	02/13/2018	1109	BNT PROMOTIONAL PRODUCTS	5180289	700.1132.0410.616.238.000.00			SCREEN CHARGES	\$24.00
									Check Total: \$443.09
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	100129-jan/feb 18	700.2542.0325.616.000.000.00			ELECTRICITY - MONTHLY	\$35.26
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	100190-jan/feb 18	100.2542.0325.708.000.000.00			ELECTRICITY - MONTHLY	\$29.92
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	141229-jan/feb 18	700.2542.0325.616.000.000.00			ELECTRICITY - MONTHLY	\$30.99
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	148777-jan/feb 18	100.2542.0325.146.000.000.00			ELECTRICITY - MONTHLY	\$59.72
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	149506-jan/feb 18	700.2542.0325.616.000.000.00			ELECTRICITY - MONTHLY	\$35.72
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	540352-jan/feb 18	100.2542.0325.708.000.000.00			ELECTRICITY - MONTHLY	\$1,088.10
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	570316-jan/feb 18	100.2542.0325.146.000.000.00			ELECTRICITY - MONTHLY	\$2,228.92
17363	02/13/2018	1109	CENTRAL LINCOLN PUD	580178-jan/feb 18	700.2542.0325.616.000.000.00			ELECTRICITY - MONTHLY	\$5,921.60
									Check Total: \$9,430.23
17364	02/13/2018	1109	CHANEY, ALLEN	reimb-s-basketball	700.1132.0410.616.231.000.00			REIMBURSE ALLEN FOR 2017-2018 MEN'S BB	\$799.00
17365	02/13/2018	1109	CHICKERING, THERESA	01312018	211.3300.0410.708.000.000.00			Reimbursement for scotch tape, Tree of Giving	\$21.99
									Check Total: \$799.00
17366	02/13/2018	1109	CHOWN HARDWARE INC.	741106	100.2542.0410.146.000.000.00			Keys (blanks)	\$21.99
									Check Total: \$350.00
17367	02/13/2018	1109	CITY OF REEDSPORT	1339-jan 18	100.2542.0327.146.000.000.00			WATER AND SEWAGE	\$1,337.05
17367	02/13/2018	1109	CITY OF REEDSPORT	2100-jan 18	100.2542.0327.708.000.000.00			WATER AND SEWAGE	\$119.61
17367	02/13/2018	1109	CITY OF REEDSPORT	785-jan 18	700.2542.0327.616.000.000.00			WATER AND SEWAGE	\$2,263.54

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
17368	02/13/2018	1109	COASTAL PAPER AND SUPPLY	538059	100.2542.0410.146.000.000.00	See Attached	\$3,720.20	
							Check Total:	\$1,213.10
17369	02/13/2018	1109	COMFORT FLOW HEATING	163190	700.2542.0389.616.000.000.00	NO HEAT IN SMALL GYM -3 PHASE STARTER SOLID	\$1,213.10	
							Check Total:	\$1,294.81
17370	02/13/2018	1109	COSA/CONFEDERATION OF OR SCH ADM	1013910	244.1131.0342.616.050.000.00	MEASURE 98 CONFERENCE-PRINCIPALS'S	\$49.00	
17370	02/13/2018	1109	COSA/CONFEDERATION OF OR SCH ADM	4578180	244.1131.0342.616.050.000.00	2018 Principals Seminar, January 19, 2018 - Cathy	\$49.00	
							Check Total:	\$98.00
17371	02/13/2018	1109	DISSEN, CAROL D.	2	238.2210.0310.146.000.000.00	Consulting (1 day) January 12, 2018	\$1,500.00	
17371	02/13/2018	1109	DISSEN, CAROL D.	2	238.2210.0310.146.000.000.00	Hotel (1 night) Best Western	\$115.32	
							Check Total:	\$1,615.32
17372	02/13/2018	1109	DUNES FAMILY HEALTH CARE	01302018	100.2552.0389.708.000.000.00	Office Visit, Urinalysis, J. Criswell, Lewis	\$188.00	
17372	02/13/2018	1109	DUNES FAMILY HEALTH CARE	2963454	100.2410.0389.146.000.000.00	Annual Physical, R. Lupton	\$225.72	
							Check Total:	\$413.72
17373	02/13/2018	1109	ELLIS, JENNIFER	REIMB-S-1/24/2018	100.1220.0410.708.320.000.00	REIMB- FOOD/KITCHEN	\$70.93	
17374	02/13/2018	1109	FERRELLGAS	1099783144	100.2542.0326.146.000.000.00	HES OPEN PO, MONTHLY GAS BILLS	\$1,496.18	
17374	02/13/2018	1109	FERRELLGAS	1099904941	100.2542.0326.146.000.000.00	HES OPEN PO, MONTHLY GAS BILLS	\$1,327.47	
17374	02/13/2018	1109	FERRELLGAS	1099904943	700.2542.0326.616.000.000.00	RCCS SHOP MONTHLY GAS BILLS	\$105.33	
							Check Total:	\$2,928.98

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check

Fiscal Year: 2017-2018 Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17375	02/13/2018	1109	FRAKES, RON	REIMB-S JAN 18	272.1131.0410.616.469.000.00	REIMBURSEMENT TO RON FOR PAINT BRUSHES, GLUE,	\$40.84
							Check Total:
17376	02/13/2018	1109	GRAINGER	9678924946	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$40.84
17376	02/13/2018	1109	GRAINGER	9681678174	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$68.99
17376	02/13/2018	1109	GRAINGER	9683089693	100.2542.0413.146.000.000.00	Building supplies, bulk light tubes, bulbs, chairs	\$85.16
17376	02/13/2018	1109	GRAINGER	9684436208	700.2542.0410.616.000.000.00	BATTERY REPLACEMENT FOR CORDLESS DRILL/SCREW	\$78.06
							Check Total:
17377	02/13/2018	1109	GUNN, DIANA	reimb-s 1/22/18	272.1131.0410.616.470.000.00	REIMBURSEMENT FOR SUPPLIES BOUGHT FOR	\$151.75
							Check Total:
17378	02/13/2018	1109	HD SUPPLY FACILITIES MAINTENANCE	10/31/17-CR balance	700.2542.0410.616.000.000.00	Open PO 2017-2018	\$383.96
17378	02/13/2018	1109	HD SUPPLY FACILITIES MAINTENANCE	9160506603	700.2542.0410.616.000.000.00	Open PO 2017-2018	\$18.47
17378	02/13/2018	1109	HD SUPPLY FACILITIES MAINTENANCE	9160517666	700.2542.0410.616.000.000.00	Open PO 2017-2018	(\$2.47)
17378	02/13/2018	1109	HD SUPPLY FACILITIES MAINTENANCE	9160517667	700.2542.0410.616.000.000.00	Open PO 2017-2018	\$105.48
							Check Total:
17379	02/13/2018	1109	HIXENBAUGH, JAMES	reimb-c 11/28-1/4/18	100.0000.8130.000.000.000.00	reimb-rx-11/28/17-01/04/18	\$133.42
17379	02/13/2018	1109	HIXENBAUGH, JAMES	reimb-c12/29-1/26/18	100.0000.8130.000.000.000.00	reimb-C	\$47.58
17379	02/13/2018	1109	HIXENBAUGH, JAMES	reimb-T 1/26/18	700.1132.0342.616.239.000.00	12/29/17-1/26/2018-(10) mileage 1/26/18-Coos Bay	\$284.01
17379	02/13/2018	1109	HIXENBAUGH, JAMES	wrestling meals	700.1132.0342.616.238.000.00	MEALS FOR STATE WRESTLING-8 STUDENTS X	\$23.14
							Check Total:
17380	02/13/2018	1109	HUROWITZ, CATHY	REIMB-T 1/19/18	244.1131.0342.616.050.000.00	MILEAGE 1/19/18-MEASURE	\$2,725.77
17380	02/13/2018	1109	HUROWITZ, CATHY	REIMB-T-1/25-1/27	239.2210.0342.146.000.000.00	98 TRAINING TRAVEL-OACOA	\$53.41
							Check Total:
							\$109.00

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names
 Exclude Voided Checks
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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17380	02/13/2018	1109	HUROWITZ, CATHY	REIMB-T-1/25-1/27	239.2210.0342.146.000.000.00	TRAVEL-OACOA	\$19.00
						CONFERENCE-MEALS	
17380	02/13/2018	1109	HUROWITZ, CATHY	REIMB-T-1/25-1/27	239.2210.0342.146.000.000.00	TRAVEL-OACOA	\$10.46
17380	02/13/2018	1109	HUROWITZ, CATHY	REIMB-T-1/25-1/27	239.2210.0342.616.000.000.00	TRAVEL-OACOA	\$138.46
						Check Total:	\$330.33
17381	02/13/2018	1109	INDUSTRIAL SOURCE	01466027	700.1131.0410.616.260.000.00	OPEN PO	\$161.17
17381	02/13/2018	1109	INDUSTRIAL SOURCE	01467441	700.1131.0410.616.260.000.00	OPEN PO	\$27.88
17381	02/13/2018	1109	INDUSTRIAL SOURCE	01467656	700.1131.0324.616.260.000.00	RENTALS-OPEN PO FOR GASES NTE	\$242.47
17381	02/13/2018	1109	INDUSTRIAL SOURCE	01472341	700.1131.0324.616.260.000.00	RENTALS-OPEN PO FOR GASES NTE	\$207.25
17381	02/13/2018	1109	INDUSTRIAL SOURCE	1467384	700.1131.0460.616.260.000.00	SEE ATTACHED - CTE	\$3,888.68
						Check Total:	\$4,527.45
17382	02/13/2018	1109	INSIGHT INVESTMENTS	207814	100.2662.0480.146.000.000.00	COMPUTER HARDWARE	\$617.51
17382	02/13/2018	1109	INSIGHT INVESTMENTS	207814	100.2662.0480.616.000.000.00	NON-CONSUMABLE	\$617.51
						Check Total:	\$1,235.02
17383	02/13/2018	1109	KAIROS	01/18-1/29/18	100.1250.0310.146.320.000.00	DAY TREATMENT FOR BJ	\$598.50
17383	02/13/2018	1109	KAIROS	1/29/18	100.1250.0310.146.320.000.00	DAY TREATMENT FOR BJ	\$51.00
						Check Total:	\$649.50
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212052	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$78.39
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212070	100.2542.0410.146.000.000.00	Open Purchase Order	\$33.22
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212199	100.2542.0410.146.000.000.00	Open Purchase Order	\$18.96
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212275	700.2542.0410.616.000.000.00	5 GALLON BUCKET INTERIOR PAINT FOR	\$187.79
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212276	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$29.39
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212284	100.2662.0410.708.000.000.00	CONSUMABLE SUPPLIES	\$59.82
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212344	100.2542.0410.146.000.000.00	Open Purchase Order	\$4.14
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212381	700.1131.0410.616.260.000.00	OPEN PO	\$62.93
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212390	100.2542.0410.146.000.000.00	Open Purchase Order	\$133.99
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212428	100.2542.0410.146.000.000.00	Open Purchase Order	\$3.78
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212462	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$4.74

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

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Voucher Range: -

Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212474	100.2542.0410.146.000.000.00	Open Purchase Order	\$7.58
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212503	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$35.11
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212523	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$51.25
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212531	100.2662.0410.708.000.000.00	CONSUMABLE SUPPLIES	\$116.80
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212698	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$54.57
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212719	100.2542.0410.146.000.000.00	Open Purchase Order	\$2.07
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212727	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$82.38
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212763	100.2542.0410.146.000.000.00	Open Purchase Order	\$42.74
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212764	100.2662.0410.708.000.000.00	CONSUMABLE SUPPLIES	\$42.20
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212789	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$34.52
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212882	700.2542.0410.616.000.000.00	OPEN PO 2017-2018	\$18.59
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212886	100.2542.0410.146.000.000.00	Open Purchase Order	\$20.89
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	212959	100.2542.0410.146.000.000.00	Open Purchase Order	\$100.84
17384	02/13/2018	1109	KEL-CEE ACE HARDWARE	213019	100.2662.0410.708.000.000.00	CONSUMABLE SUPPLIES	\$49.35
17385	02/13/2018	1109	LES SCHWAB TIRE CENTER	25000158447	100.2542.0322.146.000.000.00	Open Purchase Order	\$1,276.04
17386	02/13/2018	1109	LEWIS TRANSPORTATION	562	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES	\$138.42
17386	02/13/2018	1109	LEWIS TRANSPORTATION	562	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES, SPECIAL NEEDS	\$17,957.00
17386	02/13/2018	1109	LEWIS TRANSPORTATION	562	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES, SPECIAL NEEDS	\$0.00
17386	02/13/2018	1109	LEWIS TRANSPORTATION	562	100.2552.0331.708.320.000.00	MONTHLY SCHOOL BUS SERVICES, SPECIAL NEEDS --	\$9,493.26
17386	02/13/2018	1109	LEWIS TRANSPORTATION	562	100.2552.0332.708.000.000.00	MONTHLY SCHOOL BUS SERVICES, ACTIVITIES	\$993.40
17387	02/13/2018	1109	LIGHTHOUSE ELECTRICAL CONTRACTORS INC	2978	286.1131.0389.616.000.000.00	Check Total:	\$28,443.66
17388	02/13/2018	1109	LOWELL HIGH SCHOOL	1/29/2018	700.1132.0640.616.238.000.00	PATHWAY GRANT-IRON MACHINE & RELOCATE	\$1,302.43
						Check Total:	\$1,302.43
						DISTRICT WRESTLING FEE--FEBRUARY 2, 2108	\$50.00

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17389	02/13/2018	1109	LOWER UMPQUA HOSPITAL (LUH)	01/31/2018	211.3300.0389.708.000.000.00	FAMILY RESOURCE CENTER	\$50.00
Check Total:							\$451.14
17390	02/13/2018	1109	LOWER UMPQUA PARKS & RECREATION	12018	100.1111.0310.146.000.000.00	SWIM PROGRAM	\$5,064.23
Check Total:							\$5,064.23
17391	02/13/2018	1109	MARRIOTT PORTLAND DOWNTOWN WATER	PDX-OR TRANS CONF	237.1299.0342.708.000.000.00	1 Single Occupancy room for 2 nights.	\$401.24
17391	02/13/2018	1109	MARRIOTT PORTLAND DOWNTOWN WATER	PDX-OR TRANS CONF	279.1250.0342.616.320.000.00	1 Double Occupancy room for 2 nights.	\$401.24
Check Total:							\$802.48
17392	02/13/2018	1109	MCI COMM SERVICE	FEB 18	100.2542.0351.708.000.000.00	LONG DISTANCE CHARGES, 541-271-9100	\$56.04
Check Total:							\$56.04
17393	02/13/2018	1109	MCKAY'S MARKETS	JAN 2018	272.1131.0410.616.491.000.00	OPEN PO FROM 16-17 REEF GRANT BALANCE CARRY	\$217.89
17393	02/13/2018	1109	MCKAY'S MARKETS	JAN 2018	272.1131.0410.616.491.000.00	REEF Grant funds awarded at January 3, 2018 meeting	\$0.00
Check Total:							\$217.89
17394	02/13/2018	1109	MONROE HIGH SCHOOL	1/27/2018	700.1132.0640.616.238.000.00	2018 MONROE	\$175.00
Check Total:							\$175.00
17395	02/13/2018	1109	NORTH BEND SCH DIST FOOD PROGRAM	AR 17/18-45	298.3100.0389.708.000.000.00	SCHOOL LUNCH PROGRAM, MONTHLY	\$7,559.60
Check Total:							\$7,559.60
17396	02/13/2018	1109	NORTH BEND SCHOOL DISTRICT #13	DIST 4 SWIMMING	700.1132.0410.616.236.000.00	ENTRY FEE FOR DISTRICT SWIMMING	\$125.00
Check Total:							\$125.00
17397	02/13/2018	1109	PACFOREST SUPPLY CO.	30407	285.1111.0410.146.000.000.00	Staples	\$20.00
17397	02/13/2018	1109	PACFOREST SUPPLY CO.	30407	285.1111.0410.146.000.000.00	Bamboo Sticks	\$32.00
17397	02/13/2018	1109	PACFOREST SUPPLY CO.	30407	285.1111.0410.146.000.000.00	Atlas Gloves, Small	\$60.00
17397	02/13/2018	1109	PACFOREST SUPPLY CO.	30407	285.1111.0410.146.000.000.00	Shipping	\$34.02
Check Total:							\$146.02

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

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Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17398	02/13/2018	1109	PACIFIC OFFICE AUTOMATION	171212	100.2190.0410.708.320.000.00	HP85A Black Laser Jet Cartridge	\$55.50
17398	02/13/2018	1109	PACIFIC OFFICE AUTOMATION	171212	237.1299.0410.708.000.000.00	HP 83A Black Ink Cartridge	\$57.50
17398	02/13/2018	1109	PACIFIC OFFICE AUTOMATION	171351	100.1111.0410.146.000.000.00	MLD2850A- Printer Cartridges	\$220.00
17398	02/13/2018	1109	PACIFIC OFFICE AUTOMATION	171351	100.1111.0410.146.000.000.00	CF226X- Printer Cartridges	\$148.00
Check Total:							\$481.00
17399	02/13/2018	1109	PEACEHEALTH	010518	100.2552.0389.708.000.000.00	Urinalysis Test, Encounter for examination for driving	\$165.00
Check Total:							\$165.00
17400	02/13/2018	1109	QUILL CORPORATION	4132760	238.2210.0410.146.000.000.00	Spiral Charts	\$0.00
17400	02/13/2018	1109	QUILL CORPORATION	4132760	238.2210.0410.146.000.000.00	Red- Expo Markers (12 pk)	\$74.60
17400	02/13/2018	1109	QUILL CORPORATION	4132760	238.2210.0410.146.000.000.00	Blue- Expo Markers (12pk)	\$74.65
17400	02/13/2018	1109	QUILL CORPORATION	4132760	238.2210.0410.146.000.000.00	Green- Expo Markers (12pk)	\$74.65
17400	02/13/2018	1109	QUILL CORPORATION	4132760	238.2210.0410.146.000.000.00	Cardstock Paper- 8.5x11	\$121.30
17400	02/13/2018	1109	QUILL CORPORATION	4167882	100.2134.0410.708.320.000.00	Ambitex Nitrite Select Exam Gloves, Powder Free, Size	\$22.97
17400	02/13/2018	1109	QUILL CORPORATION	4167882	100.2134.0410.708.320.000.00	Quill Brand hand Sanitizer, Aloe Formula, 67.6 oz with	\$15.99
17400	02/13/2018	1109	QUILL CORPORATION	4177034	238.2210.0410.146.000.000.00	Spiral Charts	\$77.00
17400	02/13/2018	1109	QUILL CORPORATION	4177034	238.2210.0410.146.000.000.00	Red- Expo Markers (12 pk)	\$0.00
17400	02/13/2018	1109	QUILL CORPORATION	4177034	238.2210.0410.146.000.000.00	Blue- Expo Markers (12pk)	\$0.00
17400	02/13/2018	1109	QUILL CORPORATION	4177034	238.2210.0410.146.000.000.00	Green- Expo Markers (12pk)	\$0.00
17400	02/13/2018	1109	QUILL CORPORATION	4177034	238.2210.0410.146.000.000.00	Cardstock Paper- 8.5x11	\$0.00
Check Total:							\$461.16
17401	02/13/2018	1109	RAINY DAY CONSTRUCTION	FINAL INV 2/8/18	410.2542.0389.616.000.000.00	Reedsport Community Charter School, Front Roof,	\$53,541.91

Reedsport School District

Disbursement Detail Listing

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Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17402	02/13/2018	1109	REEDS, BRIAN	REIMB: T 1/31-2/2	100.1220.0342.708.320.000.00	REIMB-T WINSTON, OR 1/31-2/2	Check Total: \$53,541.91 \$89.82
17402	02/13/2018	1109	REEDS, BRIAN	REIMB: T 1/31-2/2	100.1220.0342.708.320.000.00	WINSTON, OR MEALS	\$113.28
17402	02/13/2018	1109	REEDS, BRIAN	REIMB:T 12/5/17	237.1299.0342.708.000.000.00	12/5/2017 MILEAGE	\$26.75
17403	02/13/2018	1109	RODRIGUEZ, ANN	101-18	100.1250.0310.708.320.000.00	2017-2018 OPEN PO FOR TRANSLATOR SERVICES	Check Total: \$229.85 \$110.70
17404	02/13/2018	1109	ROE, PARMA	REIMB-EUGENE	279.2190.0342.708.320.000.00	1 night hotel for COSA Law Conference, Eugene. (Valley	Check Total: \$110.70 \$122.00
17404	02/13/2018	1109	ROE, PARMA	REIMB: LUNCH	279.2190.0389.708.000.000.00	SPR&J Team Lunch on 1/10/18	\$63.00
17405	02/13/2018	1109	SCHOOL FIX CATALOG-DECKER EQUIPMENT INC	227319	700.2542.0410.616.000.000.00	24 X 18 IN NO TRESPASSING SIGN	Check Total: \$185.00 \$196.19
17406	02/13/2018	1109	SHAW, DONNA	REIMB:T 2/1/18	100.2321.0342.708.000.000.00	REIMB MILEAGE-COOS BAY	Check Total: \$196.19 \$27.25
17407	02/13/2018	1109	SMC CURRICULUM	2862	238.2210.0310.146.000.000.00	Elementary Math Best Practices Coaching (Grades	Check Total: \$27.25 \$2,250.00
17407	02/13/2018	1109	SMC CURRICULUM	2862	238.2210.0310.146.000.000.00	Elementary Math Best Practices Coaching (Grades	\$2,250.00
17408	02/13/2018	1109	SOCC/SOUTHERN OR COMM COLLEGE	5572	700.1280.0374.616.000.000.00	10 STUDENTS - 53 CREDITS COLLEGE NOW PROGRAM	Check Total: \$4,500.00 \$7,452.00
17409	02/13/2018	1109	SPRINGHILL SUITES BY MARRIOTT	HILLSBORO WRESTLING	700.1132.0342.616.238.000.00	WRESTLING STATE-02/15/18-02/17/18	Check Total: \$7,452.00 \$1,265.45
						Check Total:	\$1,265.45

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

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Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17410	02/13/2018	1109	TEAM EXPRESS	1675548	700.1132.0410.616.232.000.00	BASEBALL EQUIPMENT -SEE ATTACHED (EMAIL) QUOTE	\$1,133.95
Check Total: Special Meeting Notice 1/10/18							\$1,133.95
17411	02/13/2018	1109	THE WORLD	20322919	100.2310.0354.708.000.000.00	Special Meeting Notice 1/10/18	\$26.25
Check Total: REIMBURSE JENNIFER FOR FOOD BOUGHT DURING REIMB:C- 1/26/18							\$590.35
17412	02/13/2018	1109	TYMCHUK, JENNIFER	REIMB-BRAVE SESSION	272.1131.0410.616.499.000.00	REIMBURSE JENNIFER FOR FOOD BOUGHT DURING REIMB:C- 1/26/18	\$181.62
Check Total: Open Purchase Order-Monthly Water Delivery							\$771.97
17413	02/13/2018	1109	VEND WEST SERVICES INC	1572445	100.2542.0410.146.000.000.00	Open Purchase Order-Monthly Water Delivery	\$43.25
17413	02/13/2018	1109	VEND WEST SERVICES INC	1572487	100.2542.0410.708.000.000.00	DISTRICT OFFICE WATER DELIVERY, 2017-2018	\$15.25
17413	02/13/2018	1109	VEND WEST SERVICES INC	1576360	100.2542.0410.146.000.000.00	Open Purchase Order-Monthly Water Delivery	\$29.25
17413	02/13/2018	1109	VEND WEST SERVICES INC	1576382	100.2542.0410.708.000.000.00	DISTRICT OFFICE WATER DELIVERY, 2017-2018	\$8.25
Check Total: Reimbursement, Brady Fund Grant							\$96.00
17414	02/13/2018	1109	WALL, SHERI	REIMB:S-01/02/2018	100.2521.0410.708.000.000.00	Reimbursement, Brady Fund Grant	\$66.00
17414	02/13/2018	1109	WALL, SHERI	REIMB:S-12/7/17-1/27	700.1131.0410.616.050.000.00	HAND SANITIZER FOR BUILDING	\$51.69
17414	02/13/2018	1109	WALL, SHERI	REIMB:S-12/7/17-1/27	700.2410.0353.616.000.000.00	POSTAGE-REIMBURSEMENT FOR MAIL CERTIFIED LETTER	\$7.50
Check Total: PEST CONTROL							\$125.19
17415	02/13/2018	1109	WESTERN EXTERMINATOR COMPANY	1636816	700.2542.0322.616.000.000.00	PEST CONTROL	\$62.10
Check Total: Inspection and Analysis of Nine (9) Heavy Timber							\$62.10
17416	02/13/2018	1109	WESTERN WOOD STRUCTURES, 7332 INC.		420.4150.0520.708.000.000.00	Inspection and Analysis of Nine (9) Heavy Timber	\$5,950.00

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17416	02/13/2018	1109	WESTERN WOOD STRUCTURES, 7337 INC.		410.2542.0322.616.000.000.00	Emergency Shoring and Repairs to One Bowstring	\$47,941.00
							Check Total: \$53,891.00
17417	02/13/2018	1109	ZELLER, SHERRI A	REIMB: S	212.3300.0410.708.000.000.00	Reimbursement, Sweats and Shoes for Highland	\$150.00
							Check Total: \$150.00
17418	02/13/2018	1111	DOUGLAS COUNTY ENVIRONMENTAL HEALTH	V161002	298.3100.0389.708.000.000.00	Annual Permit - #NFRY-AJSQP - Highland	\$310.00
							Check Total: \$310.00
17419	02/13/2018	1111	FRAKES, RON	V760523	272.1131.0410.616.470.000.00	REIMBURSEMENT FOR RON FRAKES-RITE IN THE RAIN	\$46.31
							Check Total: \$46.31
17420	02/13/2018	1111	OR SCHOOL BOARD ASSOC.(OSBA)	V627437	100.2310.0389.708.000.000.00	Executive Search Services, Steve Kelley	\$3,375.00
							Check Total: \$3,375.00
17421	02/13/2018	1111	OREGON DEPARTMENT OF JUSTICE	V407782	700.2310.0640.616.000.000.00	2016 OR Form CT-12, Amount Due	\$420.00
							Check Total: \$420.00
17422	02/13/2018	1111	QUILL CORPORATION	V603841	700.1121.0410.616.050.000.00	Desks & Chairs	\$1,000.00
17422	02/13/2018	1111	QUILL CORPORATION	V603841	700.1121.0460.616.050.000.00	28 CLASSROOM DESKS AND 4 CHAIRS-SEE ATTACHED	\$0.00
17422	02/13/2018	1111	QUILL CORPORATION	V603841	700.1121.0460.616.050.000.00	Desks & Chairs	\$2,000.00
17422	02/13/2018	1111	QUILL CORPORATION	V603841	700.1131.0410.616.050.000.00	Desks & Chairs	\$1,407.68
							Check Total: \$4,407.68
17423	02/21/2018	1112	HAMPTON INN & SUITES ASTORIA	V957051	700.1132.0342.616.231.000.00	ROOMS FOR BASKETBALL DISTRICT CONFIRMATION	\$840.35
							Check Total: \$840.35
17424	02/21/2018	1112	HIXENBAUGH, JAMES	V562252	700.1132.0342.616.231.000.00	STUDENTS MEAL MONEY FOR BASKETBALL STATE	\$180.00
							Check Total: \$180.00

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check

Fiscal Year: 2017-2018 Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17468	02/27/2018	1113	ALTERNATIVE YOUTH ACTIVITIES, INC	2nd qtr 17/18	700.1280.0310.616.000.000.00	2017-2018 Open PO, Alternative Youth Activities,	\$31,450.00
							Check Total: \$31,450.00
17469	02/27/2018	1113	BASHOR'S TEAM ATHLETICS	72044	700.1132.0410.616.232.000.00	SEE ATTACHED SOFTBALL NEEDS	\$997.22
17469	02/27/2018	1113	BASHOR'S TEAM ATHLETICS	72057	700.1132.0410.616.232.000.00	SEE ATTACHED SOFTBALL NEEDS	\$347.38
							Check Total: \$1,344.60
17470	02/27/2018	1113	BNT PROMOTIONAL PRODUCTS	5180456	700.1132.0410.616.232.000.00	BASEBALL HATS FOR TEAM-SPLIT WITH ASB	\$225.00
							Check Total: \$225.00
17471	02/27/2018	1113	CAPPS, THOMAS	V231589	100.2542.0322.708.000.000.00	Custodial Supplies for District Office	\$300.00
17471	02/27/2018	1113	CAPPS, THOMAS	V231589	100.2662.0460.708.000.000.00	Technology Supplies	\$200.00
							Check Total: \$500.00
17472	02/27/2018	1113	CIT	31471688	100.2574.0324.146.000.000.00	HES COPIER RENTAL	\$599.79
17472	02/27/2018	1113	CIT	31471688	100.2574.0324.708.000.000.00	DISTRICT OFFICE COPIER RENTAL	\$190.50
							Check Total: \$810.09
17472	02/27/2018	1113	CIT	31471688	700.2574.0324.616.000.000.00	RCCS COPIER RENTAL	\$810.09
							Check Total: \$1,600.38
17473	02/27/2018	1113	COASTAL PAPER AND SUPPLY	538063	700.2542.0410.616.000.000.00	CLEANING SUPPLIES-PLEASE SEE ATTACHED CART	\$1,756.74
17473	02/27/2018	1113	COASTAL PAPER AND SUPPLY	538066	700.2542.0410.616.000.000.00	Open PO 17-18 for supplies	\$136.85
							Check Total: \$1,944.42
17473	02/27/2018	1113	COASTAL PAPER AND SUPPLY	538383	700.2542.0410.616.000.000.00	Open PO 17-18 for supplies	\$50.83
							Check Total: \$1,944.42
17474	02/27/2018	1113	COASTCOM, INC.	feb 2018	100.2542.0351.146.000.000.00	HES TELEPHONE	\$842.26
17474	02/27/2018	1113	COASTCOM, INC.	feb 2018	100.2542.0351.708.000.000.00	DISTRICT OFFICE	\$842.25
17474	02/27/2018	1113	COASTCOM, INC.	feb 2018	700.2542.0351.616.000.000.00	RCCS TELEPHONE	\$842.26
							Check Total: \$2,526.77

Reedsport School District

Disbursement Detail Listing		Bank Name: UMPQUA BANK CHECKING		Date Range: 02/01/2018 - 02/28/2018		Sort By: Check			
Fiscal Year: 2017-2018		<input checked="" type="checkbox"/> Print Employee Vendor Names		Voucher Range: -		Dollar Limit: \$0.00			
Check Number	Date	Voucher	Payee	Invoice	Account	Exclude Voided Checks	Exclude Manual Checks	Description	Amount
17475	02/27/2018	1113	COMSPAN COMMUNICATIONS	14339	211.3300.0351.708.000.000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OPEN PO-NETWORK ACCESS SERVICE	\$150.45
									Check Total: \$150.45
17476	02/27/2018	1113	DUNES FAMILY HEALTH CARE	10/2-1/24/18	100.2552.0389.708.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	Office Visit (10/02/17 & 01/24/18), Urinalysis, S.	\$352.00
									Check Total: \$352.00
17477	02/27/2018	1113	ESTEP, DENA	REIMB-T-2/6/18	298.3100.0342.708.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	NORTH BEND COOK MEET 2/6/18	\$27.25
									Check Total: \$27.25
17478	02/27/2018	1113	FERRELLGAS	1100024812	100.2542.0326.146.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	HES OPEN PO, MONTHLY GAS BILLS	\$1,052.69
									Check Total: \$1,052.69
17478	02/27/2018	1113	FERRELLGAS	1100024815	700.2542.0326.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	RCCS SHOP MONTHLY GAS BILLS	\$77.95
									Check Total: \$77.95
17478	02/27/2018	1113	FERRELLGAS	1100137465	100.2542.0326.146.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	HES OPEN PO, MONTHLY GAS BILLS	\$1,560.85
									Check Total: \$1,560.85
17478	02/27/2018	1113	FERRELLGAS	1100137470	700.2542.0326.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	RCCS SHOP MONTHLY GAS BILLS	\$114.39
									Check Total: \$114.39
17479	02/27/2018	1113	GRAINGER	9699392545	700.2542.0410.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	OPEN PO 2017-2018	\$2,805.88
									Check Total: \$2,805.88
17479	02/27/2018	1113	GRAINGER	9699392552	700.2542.0410.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	OPEN PO 2017-2018	\$27.87
									Check Total: \$27.87
17480	02/27/2018	1113	HD SUPPLY FACILITIES MAINTENANCE	9160842164	700.2542.0410.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	Open PO 2017-2018	\$69.84
									Check Total: \$69.84
17480	02/27/2018	1113	HD SUPPLY FACILITIES MAINTENANCE	9160978303	700.2542.0410.616.000.000.00	<input type="checkbox"/>	<input type="checkbox"/>	Open PO 2017-2018	\$97.71
									Check Total: \$97.71
17481	02/27/2018	1113	HEDGES, LAURICE	REIMB-T B-BALL GAMES	700.1132.0342.616.231.000.00	<input type="checkbox"/>	<input type="checkbox"/>	TRAVEL-BASKET BALL GAMES-1/26-1/30-2/6-2/	\$133.42
									Check Total: \$133.42
17482	02/27/2018	1113	HIXENBAUGH, JAMES	REIMB-T B-BALL 2/13	700.1132.0342.616.231.000.00	<input type="checkbox"/>	<input type="checkbox"/>	TRAVEL-BASKET BALL GAME-2/12- COOS BAY	\$266.84
									Check Total: \$266.84
									Check Total: \$136.25
									Check Total: \$29.98

Reedsport School District

Disbursement Detail Listing		Bank Name: UMPQUA BANK CHECKING		Date Range: 02/01/2018 - 02/28/2018		Sort By: Check	
Fiscal Year: 2017-2018		<input checked="" type="checkbox"/> Print Employee Vendor Names		Voucher Range: -		Dollar Limit: \$0.00	
Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17482	02/27/2018	1113	HIXENBAUGH, JAMES	REIMB-T B-BALL	700.1132.0342.616.231.000.00	TRAVEL-BASKET BALL GAMES-2/6 & 2/9 NORTH	\$53.19
17482	02/27/2018	1113	HIXENBAUGH, JAMES	REIMB-T B-BALL GAMES	700.1132.0342.616.231.000.00	TRAVEL-BASKET BALL GAMES-1/30 FLORENCE	\$22.89
17483	02/27/2018	1113	HOMENICK, TED	REIMB-T WRESTLING	700.1132.0342.616.238.000.00	REIMB- MEALS-2/15-2/17 WRESTLING	\$106.06 \$39.35
17484	02/27/2018	1113	INSIGHT INVESTMENTS	208058	100.2662.0480.616.000.000.00	Tripp Lite Surge Protector Power Strip 7 Outlet 25	\$39.35 \$70.20
17484	02/27/2018	1113	INSIGHT INVESTMENTS	208058	100.2662.0480.616.000.000.00	EPSON ELPLP78 Replacement Lamp for	\$123.75
17484	02/27/2018	1113	INSIGHT INVESTMENTS	208058	100.2662.0480.616.000.000.00	Epson Projector Replacement Lamp - 170W	\$134.74
17485	02/27/2018	1113	KAIROS	215-2/6-2/7	100.1250.0310.146.320.000.00	DAY TREATMENT FOR BJ	\$328.69 \$379.50
17486	02/27/2018	1113	LEO'S LANDSCAPE MAINTENANCE	8823	700.2542.0389.616.000.000.00	CUT & REMOVE BRIARS, IVY AND BRUSH FROM BEHIND	\$379.50 \$400.00
17486	02/27/2018	1113	LEO'S LANDSCAPE MAINTENANCE	8832	100.2542.0322.708.000.000.00	District Office Pruning, Clean gutters, Haul debris	\$635.00
17487	02/27/2018	1113	LEWIS TRANSPORTATION	564	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES	\$1,035.00 \$12,569.90
17487	02/27/2018	1113	LEWIS TRANSPORTATION	564	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES, SPECIAL NEEDS	\$0.00
17487	02/27/2018	1113	LEWIS TRANSPORTATION	564	100.2552.0331.708.320.000.00	MONTHLY SCHOOL BUS SERVICES, SPECIAL NEEDS --	\$5,188.31
17487	02/27/2018	1113	LEWIS TRANSPORTATION	564	100.2552.0332.708.000.000.00	MONTHLY SCHOOL BUS SERVICES, ACTIVITIES	\$6,053.58
17487	02/27/2018	1113	LEWIS TRANSPORTATION	FEB BUS PAYMENT	100.2552.0331.708.000.000.00	FEB BUS PAYMENT	(\$3,700.00)

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check

Fiscal Year: 2017-2018 Voucher Range: - Dollar Limit: \$0.00

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17488	02/27/2018	1113	LOWER UMPQUA HOSPITAL (NURSE)	AED PADS	700.1131.0410.616.050.000.00	AED PAD	\$152.00
17488	02/27/2018	1113	LOWER UMPQUA HOSPITAL (NURSE)	AED PADS	700.1131.0410.616.050.000.00	AED PAD REPLACEMENTS--ADULT	\$68.00
17489	02/27/2018	1113	NOEL, JULEE	910003554	100.2210.0245.146.000.000.00	Tuition Reimbursement, Summer 2017, ED 544	\$220.00
17490	02/27/2018	1113	NORTHWEST TEXTBOOK DEPOSITORY CO	114276267	291.1131.0420.616.180.000.00	BIG IDEAS MATH - ALG 1 BOOKS	\$1,215.00
17491	02/27/2018	1113	OR GOVERNMENT ETHICS COMMISSION	AIE07494	700.2410.0640.616.000.000.00	ANNUAL OREGON ETHICS COMMISSION	\$1,019.01
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	189829	700.1131.0410.616.260.000.00	OPEN PO	\$475.12
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	352505	700.1131.0460.616.260.000.00	1" 2 TOOTH 137" BANDSAW BLADE	\$178.25
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	352505	700.1131.0460.616.260.000.00	MAKITA JIG SAW 3" 6	\$0.00
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	352505	700.1131.0460.616.260.000.00	MAKITA JIG SAW 3" 10 TOOTH	\$24.75
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	352505	700.1131.0460.616.260.000.00	BANDSAW BLADES 1/4" 10 TOOTH 70-71 3/4"	\$24.75
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	352719	700.1131.0410.616.260.000.00	OPEN PO	\$11.95
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	V463544	700.1131.0460.616.260.000.00	1" 2 TOOTH 137" BANDSAW BLADE	\$116.40
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	V463544	700.1131.0460.616.260.000.00	MAKITA JIG SAW 3" 6	\$49.90
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	V463544	700.1131.0460.616.260.000.00	MAKITA JIG SAW 3" 10 TOOTH	\$11.95
17492	02/27/2018	1113	OREGON TOOL & SUPPLY CB	V463544	700.1131.0460.616.260.000.00	BANDSAW BLADES 1/4" 10 TOOTH 70-71 3/4"	\$11.95

Check Total: \$20,111.79 Check Total: \$475.12 Check Total: \$178.25 Check Total: \$0.00 Check Total: \$24.75 Check Total: \$24.75 Check Total: \$11.95 Check Total: \$116.40 Check Total: \$49.90 Check Total: \$11.95 Check Total: \$12.90 Check Total: \$23.90 Check Total: \$454.75

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names
 Exclude Voided Checks
 Exclude Manual Checks
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	208689	100.2574.0323.708.000.000.00	DISTRICT OFFICE MONTHLY CHARGES, KONICA	\$128.84
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	208740	700.2574.0323.616.000.000.00	RCCS MONTHLY CHARGES, KONICA	\$116.83
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	208754	100.2574.0323.146.000.000.00	HES MONTHLY CHARGES, KONICA	\$189.24
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	208755	100.2574.0323.146.000.000.00	HES MONTHLY CHARGES, KONICA	\$286.26
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	209041	100.2574.0323.708.000.000.00	DISTRICT OFFICE MONTHLY CHARGES, KONICA	\$136.03
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	209042	100.2574.0323.146.000.000.00	HES MONTHLY CHARGES, KONICA	\$156.32
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	209044	700.2574.0323.616.000.000.00	RCCS MONTHLY CHARGES, KONICA	\$119.61
17493	02/27/2018	1113	PACIFIC OFFICE AUTOMATION	209045	700.2574.0323.616.000.000.00	RCCS MONTHLY CHARGES, KONICA	\$231.02
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Standard Green File Folder 2" Expansion (50)	\$1,364.15
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	4x6 Note Cards (100pk)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	1/5 - 2" Hanging File Folders (25 count)	\$27.99
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Black Plastic Whistles (12)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Yellow 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Orange 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Red 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4670186	100.1111.0410.146.000.000.00	Brown 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Standard Green File Folder 2" Expansion (50)	\$16.99

Check Total: \$1,364.15

\$0.00

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check

Fiscal Year: 2017-2018 Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	4x6 Note Cards (100pk)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	1/5 - 2' Hanging File Folders (25 count)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Black Plastic Whistles (12)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Yellow 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Orange 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Red 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4676605	100.1111.0410.146.000.000.00	Brown 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Standard Green File Folder 2" Expansion (50)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	4x6 Note Cards (100pk)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	1/5 - 2' Hanging File Folders (25 count)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Black Plastic Whistles (12)	\$24.57
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Yellow 1 Gallon Paint	\$16.49
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Orange 1 Gallon Paint	\$16.49
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Red 1 Gallon Paint	\$18.49
17494	02/27/2018	1113	QUILL CORPORATION	4723628	100.1111.0410.146.000.000.00	Brown 1 Gallon Paint	\$16.49
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Standard Green File Folder 2" Expansion (50)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	4x6 Note Cards (100pk)	\$26.40
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	1/5 - 2' Hanging File Folders (25 count)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Black Plastic Whistles (12)	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Yellow 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Orange 1 Gallon Paint	\$0.00
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Red 1 Gallon Paint	\$0.00

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17494	02/27/2018	1113	QUILL CORPORATION	4833178	100.1111.0410.146.000.000.00	Brown 1 Gallon Paint	\$0.00
							Check Total: \$163.91
17495	02/27/2018	1113	REEDS, BRIAN	REIMB-C TSPC/ORELA	100.1220.0389.708.320.000.00	REIMB-ORELA & TSPC	\$300.00
17496	02/27/2018	1113	ROE, PARMA	REIMB:S	100.1220.0460.708.320.000.00	Lego Classic Brick Box	\$300.00
17496	02/27/2018	1113	ROE, PARMA	REIMB:S	100.1220.0460.708.320.000.00	lego Classic Brick Box	\$18.68
17497	02/27/2018	1113	SWAGERTY, VINCENT	REIMB-T 1/26-2/13	700.1132.0342.616.231.000.00	REIMB-T BASKETBALL COOS BAY-1/26-2/13	\$15.76
							Check Total: \$34.44
17497	02/27/2018	1113	SWAGERTY, VINCENT	REIMB-T 1/30/18-B BA	700.1132.0342.616.231.000.00	REIMB-T 1/30- FLORENCE BASKET BALL	\$59.95
17497	02/27/2018	1113	SWAGERTY, VINCENT	REIMB-T 2/6	700.1132.0342.616.231.000.00	REIMB-T 2/6-BASKETBALL NORTH BEND	\$22.89
							Check Total: \$109.22
17498	02/27/2018	1113	UMPQUA POST	2310002720	100.2321.0410.708.000.000.00	Newspaper Renewal, 52 Weeks	\$52.00
							Check Total: \$52.00
17499	02/27/2018	1113	UMPQUA VALLEY FIRE SERVICES	2728206	100.2542.0389.146.000.000.00	Annual Backflow Test - Highland Elementary	\$50.00
							Check Total: \$50.00
17500	02/27/2018	1113	VALLEY ATHLETICS	14876	700.1132.0410.616.232.000.00	TURFACE QUICK DRY-50	\$50.00
							Check Total: \$381.25
17501	02/27/2018	1113	WESTERN EXTERMINATOR COMPANY	1636815	100.2542.0322.146.000.000.00	PEST CONTROL-HIGHLAND SCHOOL	\$381.25
							Check Total: \$62.10
17501	02/27/2018	1113	WESTERN EXTERMINATOR COMPANY	1636817	700.2542.0322.616.000.000.00	PEST CONTROL	\$62.10
							Check Total: \$124.20
17502	02/27/2018	1113	WILLSON, KAYLA	REIMB-S -2/3	700.1132.0342.616.238.000.00	REIMB-T-STATE WRESTLING 2/15-2/17	\$46.94
17502	02/27/2018	1113	WILLSON, KAYLA	REIMB-T-WRESTLING	700.1132.0342.616.238.000.00	REIMB-T-STATE WRESTLING 2/15-2/17	\$74.30
							Check Total: \$121.24

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 02/01/2018 - 02/28/2018

Sort By: Check

Fiscal Year: 2017-2018

Voucher Range: -

Dollar Limit: \$0.00

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30227	420.4150.0520.708.000.000.00	Design Development, Main HS Gym	\$30,150.00
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30227	420.4150.0520.708.000.000.00	CM/GC Selection and Bidding Phase, Main HS Gym	\$7,200.00
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30227	420.4150.0520.708.000.000.00	Advertising, Main HS Gym	\$239.37
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30228	420.4150.0520.708.000.000.00	Design Development, Second HS Gym	\$24,990.00
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30228	420.4150.0520.708.000.000.00	CM/GC Selection and Bidding Phase, Second HS	\$7,100.00
17503	02/27/2018	1113	ZCS ENGINEERING INC.	30228	420.4150.0520.708.000.000.00	Advertising, Second HS Gym	\$336.65

Check Total: \$70,016.02

Bank Total: \$356,424.92

Reedsport School District

Disbursement Detail Listing Bank Name: UMPQUA BANK CHECKING Date Range: 02/01/2018 - 02/28/2018 Sort By: Check

Fiscal Year: 2017-2018 Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches Dollar Limit: \$0.00

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Fund							
100							\$83,582.22
208							\$67.97
211							\$623.58
212							\$150.00
216							\$378.19
237							\$595.07
238							\$6,937.20
239							\$276.92
244							\$151.41
272							\$1,019.12
279							\$586.24
285							\$146.02
286							\$1,302.43
291							\$1,019.01
297							\$310.54
298							\$7,896.85
410							\$101,482.91
420							\$75,966.02
700							\$73,933.22
Fund Totals:							\$356,424.92

End of Report

Disbursements Grand Total: **\$356,424.92**

Reedsport School District
Student Enrollment Numbers by Grade Level
2017-2018

Grade Level	2016-2017					2017-2018											
	8/29/16	6/9/17	9/13/17	10/11/17	11/8/17	12/13/17	1/10/18	2/13/18	3/14/18	4/15/18	5/18/18	6/14/18					
K	49	55	56	57	58	56	55	58	57	0	0	0					
1	42	42	49	49	49	50	49	49	48	0	0	0					
2	62	64	43	44	44	43	41	41	41	0	0	0					
3	50	51	67	66	66	65	65	66	66	0	0	0					
4	48	51	49	50	50	50	48	49	50	0	0	0					
5	43	48	45	45	49	49	50	48	47	0	0	0					
6	34	36	47	47	47	48	46	44	45	0	0	0					
Elementary Total	328	347	356	358	363	361	354	355	354	0	0	0					
7	62	59	42	40	39	38	39	37	37	0	0	0					
8	56	54	53	52	53	52	52	51	50	0	0	0					
9	55	55	61	60	64	64	65	66	61	0	0	0					
10	61	63	58	59	61	59	59	59	52	0	0	0					
11	45	45	62	62	60	54	56	58	53	0	0	0					
12	40	45	62	60	61	64	63	61	47	0	0	0					
Charter School Total*	319	321	338	333	338	331	334	332	300	0	0	0					
School Totals	647	668	694	691	701	692	688	687	654	0	0	0					
IDT In**	NA	NA		28	11	0	0	0	14	0	0	0					
IDT Out***	NA	NA		15	9	10	0	0	20	0	0	0					

* REAP/Reedsport Academy/Life Skills Included in Charter School and Highland Enrollment

** Interdistrict Transfers into our district

*** Interdistrict Transfers out of our district, will be an estimate until the October report



Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

School Board Meeting Minutes For February 21, 2018

Call to Order – Chairperson Jennifer Clark called the meeting to order at 6:33 pm.

A quorum was established with the following board members in attendance: Chairperson Jennifer Clark, Vice Chairperson Eric Brandon, Director Shelley Swift, Director Duane Wisehart, Director Sandra Donnelly, Director Greg Carter, and Director David Young (6:35).

The following Reedsport School District Staff members in attendance: Parma Roe, Vince Swagerty, Cathy Hurowitz, Dan Smith, Dan Forbess, Laura Shivers and Donna Shaw.

Community members in attendance were Shelby Case from The World.

The Pledge of Allegiance was recited.

Director Sandra Donnelly motioned to approve the agenda Director Greg Carter seconded the motion, motion carried 6-0.

RCCS Student Representative Madison Kay was not present.

RCCS Principal Vince Swagerty reported that two wrestlers went to State with 2nd place honors, Boys basketball program to Napa for playoffs, Sadie Hawkins dance was fun for all and was well attended. Honor Society had a blood drive.

HES Principal Beckie Lupton was absent but report was on hand for review.

HES Lighthouse represented by Grace Clark and Karen Rojas. The girls talked about all the activities they are working on including Buddy Bench, walking around classrooms, recess games, perfect attendance, school visits, strategies and transformation.

SPED Director Parma Roe reported on Jennifer Ellis class lesson and talked about March 2nd will be the all-day professional training for all staff on Trauma Informed Practices.

Curriculum Director Cathy Hurowitz talked about the math coaches and trainer with the new math curriculum. Learning new strategy and coming back on the 16th of March.

Superintendent Dan Forbess report was on hand for review. Dan did talk about Leslie B Freeman Scholarship \$1,000 dollars engineering fields.

Business Manager Laura Shivers report was on hand for review. Laura discussed that a lot of bills were paid this month, still waiting to be paid back by Seismic Grant, spending more than we are bring in. Director Sandra Donnelly had questions about the roofing pallets and how much we actually spent on the roof. Mr. Forbess told her \$72,000. Director Duane Wisehart had questions about the reimbursements, Laura explained the travel to workshops that were reimbursable.

Director Eric Brandon motioned to approve the Consent Agenda. Director David Young seconded the motion and the motion carried 7-0.

Reviewed and discussed Policy IKF with AR "Graduation Requirements", Director Eric Brandon motioned to adopt Policy IKF with AR, Director Sandra Donnelly seconded the motion and Chairperson Jennifer Clark asked for any comments. Comments on the community service that was required to graduate by Keith Tymchuk class was pondered and the motion died 2-0.

Policy JHCD/JHCDA with AR, "Medications" Director David Young motioned to adopt and Director Sandra Donnelly seconded the motion and the motion carried 7-0.

Policy JHF "Student Safety" Director Sandra Donnelly motioned to adopt and Director Greg Carter seconded the motion and the motion carried 7-0.

South Coast ESD Local Service Plan was discussed, Chairperson Jennifer Clark asked about services provided to the district SCESD, DESD and Tier 1. School District can contract services from any entity regarding regional services, pathology, safe schools, etc. Director Eric Brandon motioned to accept the Local Service Plan while Director Greg Carter seconded the motion and the motion carried 7-0

Superintendent Search Committee was revisited with Director Eric Brandon motioning to rescind the motion from the last meeting and Director Sandra Donnelly seconded the motion and the motion passed 4-0

The following were selected for the members of the Screening/Interviews committee:
Classified Staff Brian Reeds & Viki Harlon;
Certified Staff Charissa Hixenbaugh & Keith Tymchuk;
Confidential Staff Thomas Capps & Missy Hurowitz;
Administrators Rebecca Lupton & Parma Roe; and;
Parents/Community Members Allen Chaney & Sherri Zeller & Christy Hill & Jenelle Ortiz.

Director Shelly Swift motioned to accept the chosen committee members, Director Eric Brandon seconded the motion and the motion passed 7-0

Discussion items: Dan Forbess talked about the Seismic Grant and that we have used \$48, 000 dollars so far approximately \$135,000 to repair other trusses. Gym rehabilitations

over \$200,000 more. Cost Claim is at 208,000. Business manager Laura Shivers commented that the most cost efficient way would be to bring to code not to replace the roof fixed under stress.

Superintendent Search update getting ready for training of committee for screening.

Auditors Hough, MacAdam, Warnik, Fisher & Gorman, LLC gave the district a letter of resignation. They just don't have the ability to audit a district our size anymore. The district will need to send out RFP for this coming year.

2018-19 calendar options were looked at by the board and now will be drafted for the next meeting. Winter break was discussed Mrs. Cathy Hurowitz reflected on the conversations with staff members about Brave session.

Director Greg Carter would like to develop a plan for the students to writes about their favorite teacher in honor of teacher appreciation week in May. Dan Forbess suggested that in Philomath who would nominate a teacher or classified. Dan Smith suggested having High School committee come and relate to drawing and writing relationships. Seniors, what teacher gave you a memory date, and time for all grades.

Director Greg Carter, Director Sandra Donnelly and Chairperson Jennifer Clark will meet with HES Principal Beckie Lupton to discuss time to come to classroom.

Annual Licensed Contracts Renewal Meeting with addition of Superintendent Evaluation Process. March 7th at 6:30 PM. Dan handed out his evaluation from last year for review.

June Board meeting was discussed to be on the 27th at 6:30PM as well as adoption of the Budget levy taxes.

Chairperson Jennifer Clark put the meeting into a break at 8:28 PM before Executive Session.

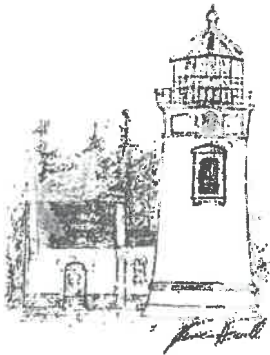
Chairperson Jennifer Clark brought the meeting back into Regular Session at 9:26 PM.

Meeting was adjourned at 9:27 PM.

Respectfully submitted by Donna Shaw.

Jennifer Clark, Chairperson Date

Dan Forbess, Superintendent Date



Reedsport School District 105

100 Ranch Road
Reedsport, OR 97467-1739
Phone: (541) 271-3656
Fax Phone: (541) 271-3658

RECEIPT FOR DONATION

Name of donor: Shawnita Zimmer

Address: 135 E. Gardner Rd Reedsport, OR 97467

Telephone Number: 541-556-1942

Description of donation: Clothing items for Abby's Closet

Value of donation: \$ 100-

Purpose(s) for which donation is given, including any conditions or limitations on the use of the donation:
Abby's closet

Item added to Fixed Asset Inventory
Yes No
(Only items valued at \$5,000 or more.)

[Signature]
Signature of donor
3/7/18
Date of donation

The donated item listed above was publicly reported to the board during the Regular Board Meeting held: _____
Date

Signature of Superintendent / Principal / Designee

The Reedsport School District (Taxpayer I.D. number 93-0565903) is a Political Subdivision of the State of Oregon as defined in Section 4221(a) of the Internal Revenue Code, and as such is a qualified tax-exempt organization. Donations to the Reedsport School District are tax deductible for Federal and State income tax purposes within the limits specified in the Internal Revenue Code and State law.

Copy to District Office.

Revised 9/21/17 MLH

POLICY SECOND READINGS

Oregon School Boards Association Selected Sample Policy

Code: **IKF**
Adopted:

Graduation Requirements** (Version 2) (This policy requires an administrative regulation, see IKF-AR.)

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if he/she is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was: (additional Reedsport Community Charter School requirements are located in IKF-AR).

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that other district or public charter school².

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

Essential Skills

The district [will] [will not] allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements; and

¹As defined in ORS 30.297.

²For a high school diploma awarded on or after January 1, 2018.

The district [will] [will not] allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21)³.

⁴The district will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.⁴

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

³This criteria does not apply to students seeking a diploma in 2017-2018.

⁴[This paragraph is required if the district allows ELL students to demonstrate proficiency in Essential Skill of Apply Mathematics and other courses.]

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate will/shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a ~~modified diploma~~, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, ~~unless reduced~~ as determined by the individualized education program (IEP) team.

~~A student who qualifies to receive a modified diploma but has not yet been awarded the modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.~~

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an ~~alternate~~ alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified by grade five of graduation and diploma requirements.

[The district will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student performance.]

The district may not deny a diploma to a student who has opted ~~out of the Smarter-Balanced or alternate Oregon-Extended Assessment~~ statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

~~A student who received a modified diploma prior to July 1, 2018 shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.~~

The district will issue a high school diploma, upon request and pursuant to Oregon law (ORS 332.114), to a person or a representative of a deceased person who served in the U.S. Armed Forces⁶, as specified in Oregon law, if and the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the Armed Services Vocational Aptitude Battery.

The district shall establish conduct and discipline consequences for student-initiated test impropriety. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

~~ORS 329.095~~
~~ORS 329.451~~
~~ORS 329.479~~
~~ORS 332.107~~
~~ORS 332.114~~
~~ORS 338.115~~
~~ORS 339.115~~

~~ORS 339.505~~
~~ORS 343.295~~
~~OAR 581-022-1916~~
~~OAR 581-022-11302000~~
~~OAR 581-022-11342010~~
~~OAR 581-022-11332013~~

~~OAR 581-022-11352020~~
~~OAR 581-022-11312023~~
~~OAR 581-022-12102030~~
~~OAR 581-022-06152115~~
~~OAR 581-022-06172120~~
~~OAR 581-022-1215~~
~~OAR 581-022-13502503~~

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION (FEBRUARY 4, 2016).
Essential Skills and Local Performance Assessment Manual, published by the OREGON DEPARTMENT OF EDUCATION (MARCH 17, 2016).

R6/27/170728/17 | RS

⁶The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
 - a. World War I;
 - b. World War II;
 - c. The Korean Conflict; or
 - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
 - a. Operation Urgent Fury (Grenada);
 - b. Operation Just Cause (Panama);
 - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
 - d. Operation Restore Hope (Somalia);
 - e. Operation Enduring Freedom (Afghanistan); or
 - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

Graduation Requirements

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:

1. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits of English (shall include the equivalent of one unit in written composition);
3. Three credits of science;
4. Three credits of social sciences (including history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. Three credits in career and technical education, the arts or world language (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-1131.

To receive a diploma or a modified diploma, in addition to credit requirements, as outlined in OAR 581-022-1130 and OAR 581-022-1134, respectively, a student must:

1. Demonstrate proficiency in the Essential Skills of reading, writing and apply math;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence;
4. Participate in career-related learning experiences.

Essential Skills

The district [will] [will not] allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skill of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Received at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students, who while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in English;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences;
5. One credit in health;
6. One credit in physical education; and
7. One credit in career technology, the arts or a world language.

In addition to credit requirements as outlined in OAR 581-022-1134, a student must:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence.

A student must also demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits of mathematics;
 - b. Two credits of English;
 - c. Two credits of science;
 - d. Three credits of history, geography, economics or civics;
 - e. One credit of health;
 - f. One credit of physical education; and
 - g. One credit of the arts or a world language.
2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
 - b. A medical condition that creates a barrier to achievement; or
 - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement. A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Other District Responsibilities

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either 4 years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma or alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school, unless reduced by the IEP team.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

[The district will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student performance.]

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option. Students may opt out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form¹ and submitting the form to the district.

¹www.ode.state.or.us or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

The district will issue a high school diploma, upon request, to a person who served in the Armed Forces², as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the Armed Services Vocational Aptitude Battery.

The district shall establish conduct and discipline consequences for student-initiated test impropriety. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.451
ORS 332.107
ORS 332.114
ORS 338.115
ORS 339.115
ORS 339.505
ORS 343.295

OAR 581-022-0615
OAR 581-022-0617
OAR 581-022-1130
OAR 581-022-1131
OAR 581-022-1133
OAR 581-022-1134
OAR 581-002-1135

OAR 581-022-1210
OAR 581-022-1215
OAR 581-022-1350
OAR 581-022-1910

HB 2655 (2015)

TEST ADMINISTRATION MANUAL, APPENDIX L-REQUIREMENTS FOR ASSESSMENT OF ESSENTIAL SKILLS.

1/14/16 | PH

²The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
 - a. World War I;
 - b. World War II;
 - c. The Korean Conflict; or
 - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
 - a. Operation Urgent Fury (Grenada);
 - b. Operation Just Cause (Panama);
 - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
 - d. Operation Restore Hope (Somalia);
 - e. Operation Enduring Freedom (Afghanistan); or
 - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

Graduation Requirements - IKF
6-6

Oregon School Boards Association Selected Sample Policy

Code: **IKF-AR**
Adopted:

Graduation Requirements

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:

1. Four credits of English (shall include the equivalent of one unit in written composition);
2. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
3. Three credits of science;
4. Three credits of social sciences (including history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. Three credits in career and technical education, the arts or world language (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements as outlined in OAR 581-022-2000, a student must:

1. Demonstrate proficiency in the Essential Skills of Reading, Writing and Apply Mathematics;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence; and
4. Participate in career-related learning experiences outlined in the education plan.

[Essential Skills Appeal

The district will [establish an appeal process] [follow Board policy KL - Public Complaints] in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district

will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.]

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

5. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
6. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

7. Three credits in English;
8. Two credits in mathematics;
9. Two credits in science;
10. Two credits in social sciences (which may include history, civics, geography and economics (including personal finances));
11. One credit in health education;
12. One credit in physical education; and
13. One credit in career technology, the arts or a world language (units may be earned in any one or a combination).

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

14. Develop an education plan and build an education profile; and
15. Demonstrate extended application through a collection of evidence.

A student must also demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

16. For a student on an individualized education program (IEP), any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.

17. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Beginning in grade five when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

18. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits of mathematics;
 - b. Two credits of English;
 - c. Two credits of science;
 - d. Three credits of history, geography, economics or civics;
 - e. One credit of health;
 - f. One credit of physical education;
 - g. One credit of the arts or a world language.
19. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers; or
 - b. A medical condition that creates a barrier to achievement; and
 - c. Participating in an alternate assessment no later than grade six and lasting for two or more assessment cycles; or
 - d. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.

Additional Reedsport School District Requirements:

1. That all RHS students will complete a minimum of 48 hours of approved community service (completely filling out verification paperwork). Counting hours will include a period of time that begins with their first day of school as a freshman. 16 of those 48 hours will be completed during the first semester of their Citizenship/Government class. Students that are here for only a portion of the four years, will have their requirement prorated at a rate of 12Community Service hours per full year of enrollment.
2. During their Senior year, in their Citizenship/Government Class, students shall be required to create a portfolio that includes the RHS Senior Big 4: The Oregon Student Assistance Commission essays; A statement; A resume; An Activity chart. These shall be submitted in draft form to the appropriate teacher for editing. Students will then perfect each, to the satisfaction of the classroom teacher.
3. RHS Seniors will pass a “Professional Interview”, conducted during their final Spring Term. This interview shall consist of them presenting themselves, with portfolio, to an interview committee of members of the community. This interview will be conducted as if the student were applying for a job or a scholarship. Students will be scored by the committee using an appropriate template for evaluation. Students will be expected to dress, present themselves and act “professional”. All students shall be required to meet a minimum score in order to graduate. Students who do not meet that standard during their first interview attempt shall have the opportunity to interview again, until they do. RHS will schedule a class “workshop” on interview techniques for Seniors, prior to their actual interview. RHS will also attempt to schedule “mock interviews” for all students as juniors.
4. The Reedsport School District recognizes the great value in this list of requirements. Combined, they create a suite of rigorous requirements that help prepare graduating students for the next step (and beyond) of their lives.

Honors Diploma:

The 4x4 curriculum offers available courses for students to complete a minimum of 1.0 unit of credit each year until graduation in the following subject areas: Math, Science, Social Studies, and Language Arts. A student will earn a 3.50 GPA and a total of 25 credits in specified areas to earn honors diploma.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

Beginning in grade five when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education’s Opt-out Form¹ and submitting the form to the district.

R2/08/18 | PH

¹www.ode.state.or.us; or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

Reedsport School District

Code: IKF-AR
 Adopted: April 20, 2016

Graduation Requirements

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits according to the following table:

Subject	Graduates of 2014 and beyond
English	4 (shall include the equivalent of one unit in written composition)
Math	3 (shall include one unit at Algebra I level and two units that are at a higher level)
Science	3
Social Studies	3 (including history, civics, geography and economics (including personal finance))
Health	1
PE	1
Career Technical Ed, The Arts or World Language (in any one or combination thereof)	3 (units shall be earned in any one or a combination)
Electives	6
Total credits required to graduate:	24
Essential Skills required:	Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
Other graduation requirements:	Develop an education plan and build an education profile
	Demonstrate extended application through a collection of evidence
	Participate in career-related learning experiences

The district shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in OAR 581-022-1131.

Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

Subject	Modified Diploma Requirements
English	3
Math	2
Science	2
Social Studies	2
Health	1
PE	1
Career Technical Ed., The Arts or World Language	1
Electives	12
Total credits required for modified diploma:	24
Essential Skills required:	Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
Other graduation requirements:	Develop an education plan and build an education profile. Demonstrate extended application through a collection of evidence.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified Smarter Balanced assessment. A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits of mathematics;
 - b. Two credits of English;
 - c. Two credits of science;
 - d. Three credits of history, geography, economics or civics;
 - e. One credit of health;
 - f. One credit of physical education;
 - g. One credit of the arts or a world language.
2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
 - b. A medical condition that creates a barrier to achievement; or
 - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form¹ and submitting the form to the district.

1/14/16 | PH

¹www.ode.state.or.us; or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

**Oregon School Boards Association
Selected Sample Policy**

Code: **DLC**
Adopted:

Expense Reimbursements * (Version 1)

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the superintendent and consistent with Internal Revenue Service requirements.

END OF POLICY

Legal Reference(s):

ORS 294.155

ORS 332.107

OAR 581-022-2260

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Oregon School Boards Association Selected Sample Policy

Code: **DLC-AR**
Revised/Reviewed:

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business. [Reimbursement procedures established by the district will also apply to Board members traveling on [Board-approved] district business, as applicable.]

In-District Travel – Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting district business that requires travel within district boundaries.
2. Private vehicles may be used in conducting district business only with prior [principal] approval. In-district travel approval may be granted by the [principal] for individual trips or by blanket approval, as deemed appropriate.
3. Travel in a private vehicle for the purpose of conducting district business may be approved when:
 - a. A district vehicle is not available;
 - b. The destination is not conveniently accessible by commercial carrier;
 - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
 - d. Carrying articles by commercial carrier would not be feasible;
 - e. Commercial travel is deemed to be less economical.

Out-of-District Travel (In-state) – Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting approved district business that requires in-state travel outside district boundaries.
2. Private vehicles may be used only with prior approval from the superintendent, or ~~principal~~, business manager. Out-of-district travel approval may be granted by the superintendent-~~[principal]~~ or business manager for individual trips or by blanket approval, as deemed appropriate.

Out-of-State Travel

Out-of-state travel requires prior approval from the [Board] superintendent, with Board notification.

Insurance Coverage

3. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
4. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
5. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required [annually] [prior to any district approval to conduct district business in a private vehicle]. Employees are required to update their verification of vehicle liability information maintained on file with the district upon **any** change in the employee's vehicle insurance coverage.

Meals and Meetings

6. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.
7. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with approval from the superintendent. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds [\$50]. The travel advance may be requested by completing the form provided by the district.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card.
4. At least 15 working days are required for processing an advance check after the approved request is received by the business office.
5. Only one cash advance may be outstanding to any employee at any time.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the district.
2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.

3. ~~[Individuals traveling on approved district business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved district travel purposes only.]~~ The district prohibits the accrual of travel credits for individuals traveling on approved district business.

Vehicle Rentals

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved district business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the district carries the rental car endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

4. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (e.g., taxi, vehicle fare) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the [superintendent] in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within [10] working days of the conclusion of the trip.
 - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10] working days to the business office with the report.
 - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved;
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of

incurring the expense. Reimbursement claims later than [90] calendar days of the expense will be denied.

5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal expenses for approved district business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved district business purposes in which district business is conducted with at least one or more other persons or that is incurred on approved district business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. [Meal expenses may be reimbursed subject to the following limitations:

Allowance: Breakfast	\$11
Lunch	\$12
Dinner	\$23

OR

1. ¹The district may establish a daily per diem rate [not to exceed the IRS recommendations] that covers all meal expenses.
2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the district.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if length of trip or circumstances demand.
4. Mileage reimbursement for actual miles traveled on district business, may be approved subject to the following limitations:
 - a. In-district mileage reimbursement will not be granted to an employee, other than a district-approved tutor, for traveling from his/her residence to the place where work begins for the day or for returning home from the last place worked during the day;
 - b. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;

¹[If this option for Item #1 is chosen, delete #2 that follows and renumber the remaining items.]

- d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See **Insurance Coverage** above.
5. Lodging will be reimbursed at reasonable commercial rates.
6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the district.

Travel and Expense Reimbursement Report

Name of Claimant: _____
 Address/City/Zip Code: _____ School/Location: _____
 Period Covered: _____
 From: _____ To: _____ Date Submitted: _____ Fund: _____ Function: _____

Date	Travel Destination		Mileage	Auto Expense @ [\$.545] per mile	Lodging	Meals	Other/ Miscellaneous Expenses	Total Expenses
Total Expenditures								

I certify that the above claim accurately reflects actual expenses incurred by me in authorized district travel

Submitted by:	Advance Funds Used	
Supervisor Approval:	Total Owed Claimant or Due to District	

Staff E:

All receipts must be attached, substantiating request for reimbursement. Form must be completed totally. If not preprinted on receipts and itemize meals. If more than \$11 for breakfast, \$12 for lunch and \$23 for dinner is expended, please attach an explanation and other than yourself, please list individuals' names and positions (attach additional page, if necessary).

Staff E:

REEDSPORT SCHOOL DISTRICT

POLICY: TRAVEL EXPENSE

CODE: DLC

The travel expense policy has been designed for staff of the district to provide an easily understood, brief, and yet all encompassing policy that is fair to the employees and justifiable in terms of public scrutiny.

Any employee of the district authorized to travel in the interest of the district in his/her private car will be reimbursed at the current Internal Revenue approved rate per mile. Transportation by common carrier will, if approved, be reimbursed at actual cost.

In instances when the district requests or requires staff members to attend out-of-district meetings costing in excess of the established allowance schedule, the reimbursement will be paid at actual costs. Receipts will be required to substantiate claims.

Payment for dues for professional memberships will be at the discretion of the administration.

END OF POLICY

Legal References: ORS 294.155 OAR 581-022-1660
 ORS 332.107

Internal Revenue Code, 26 U.S.C., Section 162; 26 CFR 1.162-1
Internal Revenue Service Travel, Entertainment, Gift and Car Expenses (IRS Publication 463).

Adoption: 7/14/87
Revised: 7/11/90
 8/17/94
 10/21/98
 11/17/99
 8/16/00

Original Code:CCN

Policy18/DLC
ck/10/25/01

Travel Expense
1-1

REEDSPORT SCHOOL DISTRICT

REGULATION: STAFF EXPENSE REIMBURSEMENT

CODE: DLC-AR

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an "ordinary" expense means one that is common and accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct district business.

In-District Travel - Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting district business that requires travel within district boundaries.
2. Private vehicles may be used in conducting district business only with prior building principal approval. In-district travel approval may be granted by the building principal for individual trips or by blanket approval, as deemed appropriate.

Out-of-District Travel (In-state) - Use of Private Vehicles

1. Staff will use district-owned vehicles, whenever possible, in conducting approved district business that requires in-state travel outside district boundaries.
2. Private vehicles may be used only with prior superintendent/building principal approval. Out-of-district travel approval may be granted by the superintendent/building principal for individual trips or by blanket approval, as deemed appropriate.

Out-of-State Travel

Out-of-state travel requires prior superintendent approval.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.

2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually. Employees are required to update their verification of vehicle liability information maintained on file with the district upon any change in the employee's vehicle insurance coverage.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See Expense Reimbursement Request and Accounting Procedures below.
2. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$100. The travel advance may be requested by completing the form provided by the district.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of lost, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card.
4. At least 10 working days are required for processing an advance check after the approved request is received by the business office.
5. Only one cash advance may be outstanding to any employee at any time.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the district.
2. Each employee is responsible for submitting their own expense reimbursement form covering meals and mileage.
3. Individuals traveling on approved district business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved district travel purposes only.

Vehicle Rentals

1. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved district business because of the lower initial rate and the guaranteed rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the district carries the rental care endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the district office immediately and arrange to have tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled as soon as possible to avoid a cancellation charge. It is the employee's responsibility to contact the district office so cancellations can be made in a timely manner.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.

1. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the business office with the report.
2. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 1. Names of guests;
 2. Organizations involved;
 3. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
4. Any claim for mileage reimbursement must be submitted no later than 90 calendar days of incurring expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the Internal Revenue Service (IRS).
6. Meal expenses for approved district business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved district business purposes in which district business is conducted with at least one or more other persons or that is incurred on approved district business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the district.
2. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if length of trip or circumstances demand.
3. Mileage reimbursement for actual miles traveled on district business, may be approved subject to the following limitations:
 - a. In-district mileage reimbursement will not be granted to an employee for traveling from his/her residence to the place where work begins for the day or for returning home from the last place worked during the day;

- b. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
 - d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See **Insurance Coverage** above.
5. Lodging will be reimbursed at a rate up to the district approved maximum amount. See **Reimbursement Rates AR**. Reimbursement for lodging expense greater than the district allowance must be approved by the superintendent.
6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the district.

END OF REGULATION

Policy18/DLC-AR
ck/10/26/01

REEDSPORT SCHOOL DISTRICT

REGULATION: REIMBURSEMENT RATES

CODE: DLC-AR1

Meals – reimbursement for out-of-district travel will be issued based on receipts with a maximum allowance as follows for the 2009-2010 school year.

Breakfast	\$ 8.00
Lunch	10.00
Dinner	<u>17.00</u>

Total Meal Allowance \$35.00

Total Lodging Allowance \$100.00

Mileage – reimbursement will be at the current Internal Revenue approved rate per mile.

END OF REGULATION

POLICY FIRST READINGS

SAMPLE

Oakland School District 1

Code: **KL-AR**
Revised/Reviewed: 5/09/16

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the complaint and render a decision within five working days after receiving the complaint.

The Superintendent: Step Three

If Step 2 does not resolve the complaint, within 10 working days of the meeting with the principal, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 10 working days after receiving the written complaint.

The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.¹

Complaints against the principal may be filed with the superintendent.

¹The timelines may be extended upon written agreement between both parties.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

SAMPLE
Oakland School District

COMPLAINT FORM

TO: District Office _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

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

Public Complaint Procedure

The following procedure will be used for all **other** complaints:

1. A student or parent with a complaint shall generally first present it orally and informally to his/her teacher or the appropriate school employee;
2. If the complaint is not resolved, the complainant may formally present the complaint in writing (including all supporting statements and evidence) within 10 working days of the informal conference to the principal. The principal shall evaluate the evidence and render a decision within five working days after receiving the complaint;
3. If the complainant deems it desirable to carry the complaint beyond the decision reached by the principal, he/she may, within five working days, file the complaint with the superintendent or his/her designee. The superintendent or his/her designee shall evaluate the evidence and render a decision within five working days after receiving the appeal;
4. If the complainant deems it desirable to carry the complaint beyond the decision reached by the superintendent or his/her designee, he/she may within five working days request a review by the Board at its next regularly scheduled meeting. A final determination shall be made within 20 working days from receipt of the appeal by the Board;
5. Persons may, after exhausting local complaint procedures, appeal in writing to the Superintendent of Public Instruction.

Time

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process. The time limits stated may be extended by mutual agreement of the complainant and the administration.

Withdrawal

A complaint may be withdrawn by the complainant at any level without prejudice, reprisal or record.

Meetings and Decisions

At each of the levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and include supporting rationale with the exception of the initial informal contact. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

Suggestion, Complaint or Commendation Regarding an Employee, Program or Practice

The district is interested in suggestions, complaints and commendations involving employees or programs. When such is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken to improve the district. Commendations are of value to the district because they improve morale and encourage district employees to take pride in their work and do more than is ordinarily expected of them.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below.

_____ _____

Name of Employee/Program Date of Suggestion, Complaint or Commendation

Nature of Suggestion, Complaint or Commendation: _____

Source of your information: _____

Justification of your feelings: _____

Remedy sought: _____

I have read the above but do not necessarily agree.

Signature: _____ Date: _____

Employee: _____ Date: _____

Address: _____

Immediate Supervisor: _____ Phone: _____ Date: _____

REEDSPORT SCHOOL DISTRICT 105

Final Draft #1a 2018-2019 School Calendar

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Independence Day- July 4

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Day - 3
 Holidays - 0
 Non-Work Days - 1
 Teaching Days-0
 New EMPLOYEE day -1 (tentative)
1st Day of School- September 4

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Inservice Work Days - 0
 Holidays - 1
 Labor Day - Sept. 3
 Prof. Development Days - 2 (0.5)
 Non-Work Days - 1
 Teaching Days - 16

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Grading Days- 0
 Holidays - 0
 Prof. Development Days - 1 (0.5)
 Non-Work Days - 2
 Teaching Days - 20

End Quarter 1- October 31
Begin Quarter 2- November 1

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inservice Work Days - 0
 Holidays - 2
 Veterans Day- November 11
 Prof. Development Days - 1 (0.5)
 Non-Work Days - 2
 Teaching Days - 15
 Conferences - November 8
 Thanksgiving- November 22
 Grading Days-1

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inservice Work Days - 0
 Holidays - 1
 Christmas - Dec. 25
 Prof. Development Days -1 (0.5)
 Non-Work Days - 9
 Teaching Days - 10

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Grading Days - 1
 Holidays - 1
 New Years Day - Jan 1
 Prof. Development Days - 1
 Non-Work Days -1
 Martin Luther King Day - Jan. 21
 Teaching Days - 19

End Quarter 2- Jan 17
Begin Quarter 3- January 22

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Inservice Work Days - 0
 Holidays - 0
 Professional Development Days - 1 (0.5)
 Non-Work Days - 2
 President's Day - Feb. 18
 Teaching Days - 16
 Conference/Planning Day Feb. 1st

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inservice Work Days - 0
 Holidays - 0
 Professional Development Days - 2 (0.5)
 Non-Work Days - 6
 Teaching Days - 13
 Spring Vacation - March 25-29
 Grading Days-0

End Quarter 3-April 4
Begin Quarter 4-April 8

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Grading Days - 1
 Holidays - 0
 Prof. Development Days- 1
 Non-Work Days - 2
 Teaching Days - 17
 Conferences K-12-April 11

End of Quarter 3- April 4
Begin Quarter 4- April 8

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Days - 0
 Holidays - 1
 Memorial Day - May 27
 Prof. Development Days - 2 (0.5)
 Non-Work Days - 2
 Teaching Days - 18

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Grading Days- 1
 Holidays - 0
 Graduation June 10
 Teaching Days - 9
 Last day for students(1/2) June 13

End Quarter 4 - June 13

End Quarter 1 - October 31 (36 Days)
 End Quarter 2 - January 17 (36 Days)

End Quarter 3 - April 4 (41 Days)
 End Quarter 4 - June 13 (40 Days)

TD	Teaching Days (8.75 hrs.)	153
H	Holidays	6
PD	Professional Development Days	2
	(10) 1/2 Day Prof. Dev. (A.M.)	5
I	Inservice Days	3
G	Grading Days	4
PC	Conference Day	3
N	Non-work Days	28
	Total Paid Days	176

REEDSPORT SCHOOL DISTRICT 105

Final Draft #1b 2018-2019 School Calendar

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Independence Day- July 4

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Day - 3
 Holidays - 0
 Non-Work Days - 1
 Teaching Days-0
 New EMPLOYEE day -1 (tentative)
1st Day of School- September 4

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Inservice Work Days - 0
 Holidays - 1
 Labor Day - Sept. 3
 Prof. Development Days - 2 (0.6)
 Non-Work Days - 1
 Teaching Days - 16

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Grading Days- 0
 Holidays - 0
 Prof. Development Days - 1 (0.5)
 Non-Work Days - 2
 Teaching Days - 20

End Quarter 1- October 31
Begin Quarter 2- November 1

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inservice Work Days - 0
 Holidays - 2
 Veterans Day- November 11
 Prof. Development Days - 1 (0.5)
 Non-Work Days - 2
 Teaching Days - 15
 Conferences - November 8
 Thanksgiving- November 22
 Grading Days-1

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inservice Work Days - 0
 Holidays - 1
 Christmas - Dec. 25
 Prof. Development Days -1 (0.5)
 Non-Work Days - 8
 Teaching Days - 13

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Grading Days - 1
 Holidays - 1
 New Years Day - Jan 1
 Prof. Development Days - 1
 Non-Work Days - 4
 Martin Luther King Day - Jan. 21
 Teaching Days - 16
 Brave Session Jan 22-31

End Quarter 2- Jan 17
Begin Quarter 3- January 22/ Feb 4th

FEBRUARY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Inservice Work Days - 0
 Holidays - 0
 Professional Development Days - 1 (0.5)
 Non-Work Days - 2
 President's Day - Feb. 18
 Teaching Days - 16
 Conference/Planning Day Feb. 1st

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inservice Work Days - 0
 Holidays - 0
 Professional Development Days - 2 (0.5)
 Non-Work Days - 6
 Teaching Days - 13
 Spring Vacation - March 25-29
 Grading Days-0

End Quarter 3-April 4
Begin Quarter 4-April 8

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Grading Days - 1
 Holidays - 0
 Prof. Development Days - 1
 Non-Work Days - 2
 Teaching Days - 17
 Conferences K-12-April 11

End of Quarter 3- April 4
Begin Quarter 4- April 8

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Days - 0
 Holidays - 1
 Memorial Day - May 27
 Prof. Development Days - 2 (0.5)
 Non-Work Days - 2
 Teaching Days - 18

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Grading Days - 1
 Holidays - 0
 Graduation June 10
 Teaching Days - 9
 Last day for students(1/2) June 13

End Quarter 4 - June 13

End Quarter 1 - October 31 (36 Days)
 End Quarter 2 - January 17 (36 Days)

End Quarter 3 - April 4 (33/41Days)
 End Quarter 4 - June 13 (40 Days)

TD	Teaching Days (8.75 hrs.)	153
H	Holidays	6
PD	Professional Development Days	2
	(10) 1/2 Day Prof. Dev. (A.M.)	5
	Inservice Days	3
	Grading Days	4
PC	Conference Day	3
N	Non-work Days	28
	Total Paid Days	176

REEDSPORT SCHOOL DISTRICT 105

Final Draft #2 2018-2019 School Calendar

S	M	T	W	T	F	S
			4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Independence Day- July 4

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Day - 3
 Holidays - 0
 Non-Work Days - 1
 Teaching Days-0
 New EMPLOYEE Day - 1 (Tenative)
1st Day of School- September 4

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Inservice Work Days - 0
 Holidays - 1
 Labor Day - Sept. 3
 Prof. Development Days - 1 (7 hours)
 Non-Work Days - 2
 Teaching Days - 16

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Grading Days- 0
 Holidays - 0
 Prof. Development Days - 1 (7 hours)
 Non-work Days -3
 Teaching Days - 19

End Quarter 1- November 1
Begin Quarter 2- November 5

S	M	T	W	T	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inservice Work Days - 0
 Holidays - 2
 Veterans Day- November 12
 Prof. Development Days - 0
 Non-Work Days - 3
 Teaching Days - 14
 Conferences - November 19 & 20
 Thanksgiving- November 22
 Grading Days-1

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Inservice Work Days - 0
 Holidays - 1
 Christmas - Dec. 25
 Prof. Development Days -1 (7 hours)
 Non-Work Days - 5
 Teaching Days - 14

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Grading Days - 1
 New Years Day - Jan 1
 End 1st Semester - January 17
 Prof. Dev. Brave Plan Day - 1 (7 hours)
 Non-Work Days -4
 Martin Luther King Day - Jan. 21
 Teaching Days - 16
 Brave Session - Jan 22-31

End Quarter 2-Jan 17
Begin Quarter 3- January 22/Feb 4

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

HES Conf/Brave Grade-February 1st
 Begin 2nd Semester - Feb 4th
 Professional Development Days - 1 (7 hours)
 Non-Work Days - 2
 President's Day - Feb. 18
 Teaching Days - 16

S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Inservice Work Days - 0
 Holidays - 0
 Professional Development Days - 1 (7 hours)
 Non-Work Days - 8
 Teaching Days - 12
 Spring Vacation - March 25-29

End Quarter 3-April 4
Begin Quarter 4-April 8

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Grading Days - 1
 Holidays - 0
 Prof. Development Days- 1 (7 hours)
 Non-Work Days - 2
 Teaching Days - 17
 Conferences- April 11 (12-8pm)

End of Quarter 3- April 4
Begin Quarter 4- April 8

S	M	T	W	T	F	S
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inservice Work Days - 0
 Holidays - 1
 Memorial Day - May 27
 Prof. Development Days - 1 (7 hours)
 Non-Work Days - 3
 Teaching Days - 18

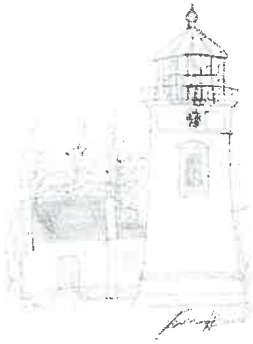
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Grading Days- 1
 Holidays - 0
 Non-Work Days - 0
 Teaching Days - 9
 Last day for students (1/2) June 13
 End Quarter 4 - June 18

End Quarter 1 - November 1 (36 Days)
 End Quarter 2 - January 17 (35 Days)

End Quarter 3 - April 4 (32 Days)
 End Quarter 4 - June 13 (40 Days)

TD	Teaching Days (8.75 hrs.)	151
H	Holidays	6
PD	Professional Development Days	8
	All PD based on seven-hour work day	
	Inservice Days	3
	Grading Days	4
PC	Conference Day	4
N	Non-work Days	33
	Total Paid Days	176



Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

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Budget Calendar For Development of 2018-19 Budget

First Official Estimate of 2017-18 Revenues from Oregon Department of Education	March 1 st , 2018
Notice of Budget Meeting Published Once Between	April 10 th – May 2 nd , 2018
Second Notice of Budget Meeting Posted on District Website Between	April 10 th – May 2 nd , 2018
Regular Board Meeting	April 18th, 2018
First Budget Committee Meeting	May 9th, 2018
Regular Board Meeting	May 16th, 2018
Second Budget Committee Meeting	May 23rd, 2018
Notice of Budget Hearing & ED Forms Published Between	May 22 nd – June 20 th , 2018
Budget Hearing & Regular Board Meeting	June 27^h, 2018
Last Possible Day for Budget Hearing to Adopt, Appropriate and Levy Tax	June 30 th , 2018
Beginning of 2018-2019 Fiscal Year	July 1 st , 2018
Deadline to Certify Levy to Douglas County Assessor	July 15 th , 2018
Deadline to Send Copy of Budget Document to Douglas County Clerk	September 30 th , 2018