HARNEY COUNTY SCHOOL DISTRICT NO. 3
BURNS, OREGON
REGULAR SCHOOL BOARD MEETING
AGENDA
TUESDAY, March 14, 2017
7:00 pm
Henry L. Slater Elementary School Library

<table>
<thead>
<tr>
<th>In Attendance</th>
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<tbody>
<tr>
<td>Douog Gunderson, Chair</td>
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<tr>
<td>Lisa King, Vice Chair</td>
</tr>
<tr>
<td>Lori Cheek, Board Member</td>
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<tr>
<td>IMESD Business Specialists</td>
</tr>
</tbody>
</table>

CALL TO ORDER

ROLL CALL
1. Determine a quorum
2. Pledge of Allegiance
3. Welcome Guests
4. Public comments

CONSENT AGENDA
5. Meeting Agenda
6. Minutes from the following meeting(s):
   a. February 15, 2017 Work Session
   b. February 15, 2017 Regular Meeting
7. Review February Financial Reports and Bills
8. Budget Calendar
9. Certified Contract Renewals and Extensions/Non-Extensions
10. Extra Duty Contracts

REPORTS & PRESENTATIONS
11. School Reports
   a. Henry L. Slater Elementary School – Principal Sarika Mosley
      • Music Teacher – Delight Johnson
   b. Hines Middle School – Principal Dave Robinson
   c. Burns High School – Principal Dave Goetz
   d. Monroe School – Principal Chandra Ferguson
   e. Special Programs – Director Steve Jones
12. Superintendent’s Report

ACTION ITEMS
13. Donations
14. Academic Calendar – 2017-2018
15. Personnel
   a. Resignation(s)
      • Mary Goff, HMS STEM Teacher
      • Connie Stinson, BHS Special Education Teacher
      • Heather Appelhof, HMS and BHS Band/Choir Teacher
   b. Retirement(s)
      • John Shilling, HMS Math/Health Teacher
   c. New Hire(s)
      • Corissa Wright, BHS Office Assistant
      • Maddye Dinsmore, Elementary Teacher
16. Oster Professional Group Contract
17. Policies – Second Read
   a. EFAA – District Nutrition and Food Services
   b. EFAA-AR – Reimbursable School Meals and Programs
   c. EFAL - Child Nutrition – Second Meals (DELETE)
   d. GCL – Staff Development – Licensed
   e. GCL-AR – Staff Development – Licensed (PROPOSED)
   f. ING – Animals in District Facilities
   g. ING-AR – Animals in District Facilities (DELETE)
   h. ING-AR – Animals in District Facilities (PROPOSED)
   i. JEC - Admissions
   j. JECBD – Homeless Students
   k. JECBD-AR – Homeless Students
   l. JOC – Legal Names of Students

DISCUSSIONS & NEW BUSINESS
18. Policies – First Read

BOARD REQUESTS & REPORTS
20. Executive Session - ORS 192.660(1)(a,b,i) Personnel

ADDENDUMS

ADJOURNMENT

EXECUTIVE SESSION: When an executive session is called, the chair will identify the agenda item, and the subsection of ORS 192.660 or 332.061 for which the public’s business is authorized.
ORS 192.660(1)(d) Negotiations
ORS 192.660(1)(e) Real Property Negotiations
ORS 192.660(1)(f) Exempt records
ORS 192.660(1)(h) Litigation
ORS 332.061(1) Student Records/Expulsion
ORS 192.660 (1)(h) Consult with Counsel
*May be held in public at the request of employee or student.
1. CALL TO ORDER:

2. DISCUSSION: Open Enrollment

The board discussed the possibility of Open Enrollment for District 3 for the 2017-2018 school year. The deadline for students to apply would be April 1, 2017. Crane Superintendent Matt Hawley and Crane board member Mark Owens attended the meeting and took part in the discussion.

The Crane school districts declared Open Enrollment last spring for the 2016-2017 school year and have been sending a school bus to Burns to pick up students and transport them to Crane. Matt Hawley said he would support Crane students who want to attend District 3 schools.

The meeting adjourned at 6:56 pm.

Respectfully submitted,

Muriel Wenick
Executive Assistant
CALL TO ORDER

ROLL CALL
1. Determine a quorum
2. Pledge of Allegiance
3. Welcome Guests
4. Public comments

Monica McCanna, OSEA president, said she will attend the Legislative Day at the capitol in Salem on March 6 and will have the opportunity to speak to the legislators. She asked the board to contact her if they have concerns they would like her to address.

CONSENT AGENDA
5. Meeting Agenda

Board Chair Doug Gunderson added Open Enrollment to the Action Items, following (18) Policies-Second Read.

6. Minutes from the following meeting(s):
   a. January 10, 2017 Regular Meeting
7. Review January Financial Reports and Bills
8. Extra Duty Contracts

Lisa King made a motion to approve the Consent Agenda as presented, Lori Cheek seconded, the motion passed.

REPORTS & PRESENTATIONS

The Board received an audit handout and Mitch Saul gave an overview of the audit for the 2015-2016 school year. The only finding was with the Free and Reduced Lunch reports to ODE. Although there were no issues with noncompliance and funding, and the Meal Time program was correct, the audit found there were six students who became ineligible in October, but remained on reports to ODE through the SchoolMaster program. The same problem was found in other school districts; ODE lets districts know when students should be added to the program, but doesn’t let them know when students become ineligible on the October drop date. This issue has since been resolved.

10. Budget Committee Meeting Calendar

The Board received a 2017-2018 Budget Committee Meeting Calendar to review and will vote to approve it in March.
11. Friday Academy Report – Hines Middle School

Michelle Friedrichsen, with the assistance of Wendy D'Angelo and Wendy Palmer, gave a presentation of the Friday Academy that takes place at Hines Middle School.

Friday Academy began when Kids Club of Harney County was awarded a grant from Oregon Community Foundation in 2013 through their K-12 Student Success Out-of-School Time (OST) initiative that seeks to create and support out-of-school time programs. The awarded funds supported Friday Academy for three years, ending in November of 2016. Kids Club supported the program through December of 2016, but was unable to fund the program through the rest of the school year. The Harney County Court and Harney Partners for Kids and Families stepped in to fund the program for the remainder of the 2016-2017 school year. Kids Club is applying for grants and is seeking funding to continue Friday Academy beyond this academic year and is actively seeking partners, including HCSD#3. Michelle Friedrichsen said grantors want to see community support and engagement when considering granting funds.

12. School Reports
   a. Student Representative Report – Mason Dahl
      - BHS wrestlers will be taking part in Districts this month;
      - BHS Basketball ended this week;
      - Spring sports will be starting soon;
      - Carli Feist was the BHS Student of the Year;
      - Burns will host FFA Sectionals on February 27th;
      - BHS Leadership is planning another Blood Drive in April;
      - Chris Boyd was outstanding in the FFA Rangeland Management Speech Competition.

   b. Henry L. Slater Elementary – Principal Sarika Mosley

   Discipline Data:
   Majors- 18 referrals in the month of January, which is 5 students that are needing more interventions for their behavior. Our three tiers of behavior are Tier 3- red zone- 0.4% (2 students), Tier 2- yellow zone- 4% (17 students), and Tier 1- green zone- 96% (404 students).
   Minors-102/423 minor behaviors, which is 24% of our student population - were involved in a reteach with an adult of how to be more respectful, responsible or safe.

   We are creating Tier II Systems this year to meet the social emotional needs of our students. A few students have lost parents, have parents that are incarcerated, removal from homes, the list goes on as to what we see in the front office and so students have coping skills they are lacking. Through our behavior interventions we have implemented this year Breakfast and Lunch are key times. Breakfast has 5 students, trying to earn points for good behavior. We also have implemented a Lunch Bunch to talk about social behaviors with an adult. We recently started Skills Groups with our Psychologist Mrs. Lemos and Behavior Specialist Mrs. Thompson. They are working on anger management for these 8 students.

   I am of the belief every conversation myself or my team of teachers have with parents and students leads to solutions and providing the change we need to serve our kids. They can remain in class, on-task and can start accessing grade level standards.

   Attendance: Overall 93.83%, our goals was to remain above 95% this year. We are doing an attendance boost in February with licorice incentive and local coffee cards for teachers.

   Academic Data:
   Teacher Data Teams finished assessing Math and Reading easyCBM data. The trend is similar to last year, with specific grade levels showing tremendous growth. The Journeys Consultant brought the idea of Gradual Release as an instructional strategy that teachers need to be implementing: I do, We do, You do.
January Highlights:
Slater Step Challenge was a partnership with Harney County Hospital that provided pedometers and a Zumba activity for teachers. My other partnership was with HCSD ESD and I gave 6 Fitbits to teachers as prizes for staying active and keeping our Staff Attendance up. 4th Grade Students had a Resident Artist from Portland visit and he is through the organization called KidzHeal. He provided a healthy snack, art education, and health. Temple of Doom and the Assembly were highly engaging activities with a large community turn-out. Lions provided vision screening for K-5 students and community members arrived to help support our children through this process. The Active Shooter training was well attended by the staff and we are revising our procedures for Lockdowns. We also have more volunteers from the Paiute Reservation for our 1st grade reading instruction. 3rd Grade is implementing ELA performance task examples for the upcoming SBAC state assessments in April.

It is my pleasure to serve the Staff, Students and Parent of Henry L. Slater every day!

Hines Middle School – Principal Dave Robinson

Valentines Dance: A great time was had by all at the Elks club Thursday night at the annual Valentine's dance. Kids were all dressed up and on their best behavior. The Elks were very gracious hosts and cooked up delicious burgers for everyone.

Manga/Anime Club: Our art teacher, Mrs. Manning, has started an after school club to learn the Japanese art of Manga and Anime production. The first few sessions have been well attended by enthusiastic students.

STEM Club: Students are learning the engineering concepts and applications of drone technology and becoming proficient pilots. We have purchased all the equipment for several Lego robotics teams and students will be entering competitions in the future.

Friday Academy: Through the generous contributions of several community partners, Friday Academy is funded through the remainder of the school year.

Basketball: The girls have had a great season so far. The 8th graders have only lost two games. They have the opportunity to compete in the Oregon State Championships soon and have a very good chance to win their division.

FFA: For the first time, HMS students were included in a regional FFA competition in John Day. One of our 8th grade students qualified to be a part of a high school team in upcoming district competition.

Leadership Class: Our “Socks for Soldiers” drive is in full swing. Many students are choosing projects to beautify the school, including painting walls and doors and designing and creating beautiful murals with important messages.

Smarter Balanced Testing: State testing will begin after Spring Break, starting with Math and followed by Language Arts. No parents have chosen to opt out of testing.

Staff Development: Recent staff development included presentations about trauma, informed instruction and students on the autism spectrum. These were well received and were led by our own school district and ESD professionals.

Book Club: 12 of our teachers and paras are meeting twice a month to read and discuss an excellent book on Restorative Justice Practices; positive, inclusive approaches to instruction and discipline.
Burns High School – Principal Dave Goetz

The staff and students at Burns High School would like to recognize and thank the bus drivers for their hard work and dedication ensuring every day that all students get to school safely during this School Bus Driver Appreciation Week.

We have seen lots of snow fall this past month and the Burns High “HILANDER” family would like to give a special thank you to the maintenance staff (Rocky, Charlie and Wade) for keeping our sidewalks, parking lots and roofs safe for our students, parents and staff.

Mrs. Bailey is requesting permission to take the Science Club on a 4-day trip to Seattle, Washington. They will be departing on March 8, 2017. I asked Mrs. Bailey to come share the trip with the Board and what they hope to take from this experience.

Juvenile Department has brought Teen Court back to Harney County. They held the first teen court of the year on February 6. We had a good turnout of students from Burns High School who participated in the court proceedings, whether it be on the jury or as attorneys representing their peers. It is a good learning experience for our students. Thanks to Brooke Nyman and Lori Cheek for inviting our students to “GET INVOLVED”. This is another club or activity that gets students involved and moves us closer to our goal of 100% involvement by our students.

Positive Youth recognition saw about 100 students attend a movie and pizza on January 25 by being positive role models 1st trimester at the high school. The criteria used to select these students was; Grades of C’s or better, No Discipline Referrals and 1 or fewer unexcused absences 1st trimester. We had approximately 135 students qualify for the event.

Last night the High School hosted a Bring Your Family to Dinner Night in recognition of Bring Your Family to School Week. We served spaghetti, bread, salad and cake to approximately 50 people. The food items were donated by local businesses and/or supporters of Burns High School. Thank you to them. We have been fortunate enough to find a Mechanics teacher to come in starting 3rd trimester to work with our students. The committee was impressed by TJ’s hands on experience that he will bring to our students and his desire to teach our students in the field of automotive mechanics.

The students from the High School are continuing to work to get their off campus lunch privileges re-instated. The seniors have earned theirs back, and as of Monday, they have been allowed to leave campus for lunch. Although I am sure you have heard from parents, students and possibly community members how it could have been done different and how unfair it is, I felt it was done the best way we could considering the staffing we have. I appreciated Superintendent Quick and the School Boards support in this. The staff at the high school continues to stress to our students that off campus lunch is a privilege not a right. I went around to the local businesses around the high school and they too were supportive of this decision.

Burns High School had 39% of our students represented at Parent/Teacher Conferences held on January 25, 2017. In October, we had 40% of our students represented. Those two percentages are much better than the 9% we had for Open House in September. The staff is currently discussing whether to have conferences in the spring as typically the numbers decline. Synergy provides us an opportunity to send communications home to parents when we enter grades for feedback.

Burns High School Site Council has been working on a proposal to present to the School Board about the direction we would like to see the high school move in. We have been meeting with staff about having clear defined goals and clear pathways for our student when they enter our high school.
The Athletic Director and I are updating the Athletic Handbook and reviewing Athletic Policies for recommended changes to the board. As we prepare for budget talks, we are putting together a list of upgrades/priorities we would like to propose. We will submit our list to the Superintendent for Budget Committee review and or approval.

A big thank you goes out to Mr. Recanzone and his Construction and Home Improvement classes. They have taken it upon themselves to work on sprucing up the High School. They have repaired walls and painted four bathrooms. They are currently painting the men’s staff bathroom and replacing some 1960 plexi-glass windows with new updated ones in the main hall, as well as repairing some the issues that appeared on the State Fire Marshalls report. They have also went in each classroom and repaired the holes left in the walls by the removal of the old thermostats when they were replaced last summer.

Burns High School Art Club has presented me with a proposal to help clean up the lockers in the high school hallways. They are willing to come in on weekends and start painting the lockers to resemble Literature Books we are reading, Clubs we offer, some local culture designs (tribal, Bird festival) etc. You have the proposal in your packet.

- Cancer Research Center Field Trip Presentation

BHS science teacher, Roxane Bailey and her students, Gabby Gibbon and Ali Sutcliff gave a PowerPoint presentation of their 2016 field trip to the Cancer Research Center in Seattle. They told about the activities they were able to participate in, which included a working in the lab at the University of Washington, a tour of Seattle Pacific University and a ride on the ferry.

e. Monroe – Principal Chandra Ferguson

Monroe School - Feb. 2017 Board Report

During this last month at Monroe school, we had a wonderful opportunity for our students. Monroe school had its first Career Day in which professionals from the community volunteered their time to come into the facility and share with our students about their professions and answer questions that each student might have around their specific field. Students were excited about this opportunity and took advantage of the time by asking specific questions they had generated prior to Career Day. Students had the opportunity to work on their interview skills, look professional and gather more information about specific fields of interest. The feedback we received from both the professionals and students was very positive and it is our intention to have another career day in the future.

I want to again share that we have 8 youth currently enrolled in college courses through TVCC that began winter term and are having great success. In addition, we have 4 students who will be attending college through our new construction program. That is a total of 12 out of our 15 graduates at EOYCF that are attending college and earning credits.

This week we are preparing for the Smarter Balanced Assessment and a training will be conducted for all testing administrators during this 2016-2017 school year. In addition, we are scheduled to begin our construction program in the next few weeks. This is the national construction certification, providing youth with tools to utilize once they are no longer in the facility. TVCC will support both our undergraduates and graduates through the 2+2 program in which youth can earn up to 46 college credits.

Again, I am so very grateful to be a part of this District and team! Thank you for the opportunity to serve as the Monroe School principal.

f. Special Programs– Director Steve Jones
Steve Jones reported that Kelly Mickel, a special education para professional at BHS and Title VII and Title X liaison for the district, has been regularly attending the McKinney-Vento Homeless Assistance Act trainings in central Oregon.

Scott Smyth, the TAPP grant coordinator, has been attending workshops across the state. Mr. Smyth works with Native American students to improve their school attendance and graduation rates and holds regular tutoring sessions to help students with their school work. Their attendance rate is currently at 95%.

The Crisis Management Team will attend a training tomorrow. Team members include Scott Smyth, Kelly Mickel, Natalie Lemos, a Symmetry Care staff person and 2 members from the Burns Paiute Tribe. This group offers support to students when the community experiences a tragic or traumatic event.

13. Superintendent’s Report

Steve Quick praised the building administrators for their hard work and said he feels fortunate having them on his team.

Principal Dave Goetz, trying to teach the students a bigger lesson, temporarily closed the BHS campus during lunch.

All board members, with the exception of Lori Cheek, must file to run for the board with the Harney County Clerk’s office. The deadline to file is March 16, 2017.

HCSD#3 staff members filled out a survey regarding the Active Shooter Training that took place at Burns High School on January 13, 2017. Gap Training gives staff a plan of action for the period between when the first shot is fired and when law enforcement arrive on the scene. Harney County Sheriff Dave Ward and Lieutenant Brian Needham also attended the training. 63% of the staff strongly agreed that the trainer did a good job, 28% agreed and 8% were unsure. The plan of action includes fighting back by keeping a T-ball bat in the classroom to fortify the classroom door and keep the shooter from entering. 83% said they want to keep a T-ball bat in their classroom, 12% are unsure, and 2% said no.

Mr. Quick asked the board for input regarding potential Reserve Officers or staff members, who are trained and certified, carrying a concealed weapon in the schools. Staff and students wouldn’t know which staff members are carrying a concealed weapon. The staff survey showed 59% are comfortable with this option, 30% are unsure and 5% said no.

The Board will receive District calendar proposals next month.

Starlight Broadcasting and District 3 are working on a rental agreement for a room in the Lincoln building.

Based on the MOU for Project Cool (Connecting Our Own Libraries), District 3 will begin paying the Sage membership fees for Slater Elementary and Hines Middle School for the 2017-2018 school year at an estimated cost of $1,200 per school. Sage consists of a consortium of 70 libraries around the state of Oregon. The program has been very successful, giving students the ability to check out books once a week and have them delivered to the schools. All students at Slater and HMS have COOL library cards that may be used in both their school and at public libraries. The books at the Slater library were barcoded and put into the Sage automation system. Harney County Library hired a coordinator to implement the project. Cheryl Hancock, librarian at the Harney County Library, added that the grant funding for the school coordinator position is running out and District 3 will need to fund that position. Mr. Quick thanked Cheryl Hancock for her strong commitment to our kids.

Steve Quick said he met some awesome people at a local Lions Club meeting who are willing to volunteer in our schools.

Mr. Quick invited the Board to be part of the FFA sectionals that will take place at the District Office building on February 27.
The District’s business manager, Kim Gilsdorf, has been working on next year’s budget. Financially, District 3 is weathering the storm better than most districts.

**ACTION ITEMS**

14. Donations

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<th>Amount</th>
<th>Description</th>
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<tr>
<td>Harney District Hospital</td>
<td>$250.00</td>
<td>HMS Stage Carpet Trim</td>
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<tr>
<td>Country Natural Beef Marketing, LLC</td>
<td>$1,530.00</td>
<td>BHS Basketball Shooting Shirts</td>
</tr>
<tr>
<td>Glory Days Pizza</td>
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<td>Slater Elementary Top Reader Fund</td>
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<tr>
<td>Steens Mountain Camps</td>
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<td>BHS Cross Country Program</td>
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<tr>
<td>Desert Dream Mentor Program</td>
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<td>Box Tops for Education</td>
<td>$563.50</td>
<td>Slater Elementary School</td>
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<tr>
<td>Ken and Deborah Peckham</td>
<td>$90.00</td>
<td>BHS District Band Solo Contest</td>
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<tr>
<td>Jim and Darlene Cronin</td>
<td>$50.00</td>
<td>BHS Life Skills - Used Oven</td>
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Lisa King made a motion to approve the donations as presented, Lori Cheek seconded, the motion passed.

15. BHS Science Out-of-State Field Trip Request

Lori Cheek made a motion to approve the BHS science out-of-state field trip, Tony Svejcar seconded, the motion passed.

16. Classified Employee Appreciation Week Resolution

Lori Cheek made a motion to approve the Classified Employee Appreciation Week resolution as presented, Doug Gunderson seconded, the motion passed.

17. Personnel
   a. New Hires
      • TJ Wilson - BHS Mechanics Teacher

Lori Cheek made a motion to approve hiring TJ Wilson as BHS Mechanics teacher, Tony Svejcar seconded, the motion passed.

   b. Resignation(s)
      • Talia McCoy – Para Professional
      • Becki Graham – BHS Office Assistant
      • Dave Mues – BHS Assistant Football Coach
      • Curt Blackburn – BHS Assistant Football Coach

   c. Retiring
      • Muriel Wenick – Executive Assistant

Lori Cheek made a motion to approve the resignations of Talia McCoy, Becki Graham, Dave Mues and Curt Blackburn, and retirement of Muriel Wenick as presented, Tony Svejcar seconded, the motion passed.

18. Board Policies – Second Read
   • GCBDD/GDBDD – Sick Time

Lisa King made a motion to approve policy GCBDD/GDBDD as presented, Lori Cheek seconded, the motion passed.

19. Open Enrollment
Lori Cheek made a motion to approve Open Enrollment for 2017-2018, Lisa King seconded; there were 4 yes votes and 1 no from Doug Gunderson, the motion passed.

- Snow Day – January 11, 2017

After discussions with both unions and Paula Toney regarding athletics, Steve Quick asked the Board to approve April 14, 2017 as a make-up school day.

Lori Cheek made a motion to approve adding April 14, 2017 as a make-up school day due to the Snow Day on January 11, 2017; Rhonda Holtby seconded, the motion passed.

DISCUSSIONS & NEW BUSINESS

20. Board Policies – First Read
   a. EFAA – Nutrition and Food Services
   b. EFAA-AR – Reimbursable School Meals and Milk Programs
   c. EFAL – Child Nutrition – Second Meals (Delete)
   d. GCL – Staff Development - Licensed
   e. GCL-AR – Licensed
   f. ING - Animals in District Facilities
   g. ING-AR – Animals in District Facilities
   h. JEC Admissions
   i. JECBD – Homeless Students
   j. JECBD-AR – Homeless Students
   k. JOC – Legal Names of Students

   - The financial forecast for the Co-op is awesome.
   - The bio mass system is making heat very economically.
   - The Co-op is again working with USDA for the facilities grant.
   - A hiccup on the computer caused pipes at Slater to freeze and break when the schools closed for the holiday break in December.
   - Piling 3 years of fuel on the ground is having a negative impact on the quality of the fuel.
   - The system is using only 55% of the energy being produced which means we can expand by 40%-50%.
   - Symmetry Care and the Sheriff’s office will be coming onto the system.
   - The schools are currently paying $5,800 a month as part of the package to make it work.
   - A builder is planning the construction of eleven houses behind Slater with the intention of hooking up to biomass heating through the co-op.

BOARD REQUESTS & REPORTS

Lisa King reported that 4 out of 9 wrestlers from Hines Middle School were seeded for Districts that will be taking place at Mountain View this weekend.
ADDENDUMS

ADJOURNMENT

The meeting adjourned at 9:25 pm.

Respectfully submitted,

Muriel Wenick
Executive Assistant
Harney County School District #3
Financial Update
February 2017

The following Financial Update highlights the significant transactions for the Harney County School District #3 for February 2017:

- General Fund Collections include:
  o $15,600 in property tax collections
  o $539,151 in Basic School Support

- Special Revenue Fund Collections include:
  o $12,910 collected in Federal funds and $229,031 in State funds for grant expenditures
  o $24,902 in Food Service receipts (Lunch receipts and Federal Reimb.)

A copy of the check listing has been provided for your review. Larger or unusual expenditures include the following:

- Crane Union High School – CTE Revitalization (Grant expenditures)
- Fenton, Victoria – tuition reimbursement
- Eastern Oregon Technology – Monroe Technology (Grant funded)
- High Desert ESD – quarterly services (OT/PT/Assistive Tech/Sped Support)
- Houghton Mifflin Harcourt – Journeys Prof. Development for Slater staff
- Pasco – CO2 and O2 sensors
- Paxton/Patterson – Equipment for metal shop (CTE Revitalization grant)
- S.S.E.Q, Inc. – tractor rental (District tractor under collapsed roof)
- Santander Leasing, LLC – Bus #15 principal & interest payment
- Stalcup Construction & Design LLC – removal of snow and ice on BHS roof
- US Bank – basketball/wrestling lodging and PBIS Conference registration (x 3)

Other Notes:

ODE released the first 2017-18 $7.8 billion estimate for the next biennium with 49% funding in year one. This estimate shows funding for District #3 increasing about $180,000. 2017-18 roll-up costs for staff are roughly estimated about $260,000.

Districts around the State, including District #3, are beginning their budgeting processes with the Governor’s $8.0 Billion budget.
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<td>1910 Rental - Lincoln Bldg</td>
<td>5,000</td>
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<td>-</td>
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<td>1920 Donations</td>
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<td>1940 Services Billed to ESD</td>
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<td>1942 Services Billed to Other</td>
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<td>1980 Indirect Fees Charged to Grants</td>
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<td>1990 Miscellaneous (Includes Recovery)</td>
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<td>48,080</td>
<td>6,920</td>
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<td>3101 State School Support Fund*</td>
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<td>4,853,474</td>
<td>1,461,247</td>
<td>6,314,721</td>
<td>46,093</td>
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<td>2101 County School Fund*</td>
<td>-</td>
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<tr>
<td>3103 Common School Fund*</td>
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<td>42,852</td>
<td>42,148</td>
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<td>3298 Restricted Grants in Aid (State)</td>
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<tr>
<td>4501 Restricted FED from State</td>
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<td>-</td>
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<td>4801 Federal Forest Fees</td>
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<td>210,000</td>
<td>210,000</td>
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<tr>
<td>5000 Other Sources</td>
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<td>-</td>
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<td>Total Revenue</td>
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<td>$1,890,557</td>
<td>$8,310,500</td>
<td>$38,872</td>
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<td>1,740,358</td>
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<td>1,740,358</td>
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<td>TOTAL RESOURCES</td>
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<td>$8,160,301</td>
<td>$1,890,557</td>
<td>$10,050,858</td>
<td>$(110,770)</td>
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</table>

* Local Revenue included within state formula.

**PROJECTED ENDING FUND BALANCE CALCULATION**

Revenues

$8,310,500

2017 Estimated Expenditures

$8,532,928

Revenues Over (Under) Expnd.

$222,428

Beginning Fund Balance (Audited)

1,740,358

Projected Ending Fund Balance

1,517,930

Unappropriated Ending Fund Balance

$ -

**2016-2017**

**June 29 BSSF Estimate**

6,367,258

Less Transportation

(75,000)

$7.4B 49.2/50.8 split

6,292,258

ADMv = 1,100.40

**2016-2017**

**Dec 5 BSSF Estimate**

6,369,991

Less Transportation

(75,000)

$7.4B 49.2/50.8 split

6,294,991

ADMv = 1,100.90

**2016-2017**

**Mar 1 BSSF Estimate**

6,389,721

Less Transportation

(75,000)

$7.4B 49.2/50.8 split

6,314,721

ADMv = 1,098.20
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<thead>
<tr>
<th>Building (300-900 Only)</th>
<th>Budget</th>
<th>Encumbrances</th>
<th>YTD Expenditures</th>
<th>Free Balance</th>
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<tbody>
<tr>
<td>Slater Elementary</td>
<td>$279,360</td>
<td>$95,669</td>
<td>$148,694</td>
<td>$34,997</td>
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<td>Hines Middle School</td>
<td>164,475</td>
<td>52,141</td>
<td>137,355</td>
<td>(25,021)</td>
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<td>16,755</td>
<td>26,431</td>
<td>8,884</td>
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<td>94,539</td>
<td>232,047</td>
<td>66,964</td>
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<td>Alternative Education</td>
<td>10,600</td>
<td>729</td>
<td>2,197</td>
<td>7,675</td>
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<td>District Wide</td>
<td>940,880</td>
<td>111,573</td>
<td>597,508</td>
<td>231,799</td>
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<td>1,840,915</td>
<td>371,406</td>
<td>1,144,232</td>
<td>325,278</td>
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<tr>
<td>Transfer of Funds</td>
<td>364,000</td>
<td>264,000</td>
<td>100,000</td>
<td>-</td>
</tr>
<tr>
<td>Contingency</td>
<td>211,023</td>
<td>-</td>
<td>-</td>
<td>211,023</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,415,938</strong></td>
<td><strong>$635,406</strong></td>
<td><strong>$1,244,232</strong></td>
<td><strong>$536,301</strong></td>
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<th>Budget</th>
<th>Encumbrances</th>
<th>YTD Expenditures</th>
<th>Free Balance</th>
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<tr>
<td>1000 Instructional Services</td>
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<td>$2,254,481</td>
<td>$2,468,710</td>
<td>$1,049,720</td>
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<td>2000 Support Services</td>
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<td>920,643</td>
<td>2,089,556</td>
<td>803,494</td>
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<tr>
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<td>364,000</td>
<td>264,000</td>
<td>100,000</td>
<td>-</td>
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<tr>
<td>8000 Contingency</td>
<td>211,023</td>
<td>-</td>
<td>-</td>
<td>211,023</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,161,628</strong></td>
<td><strong>$3,439,124</strong></td>
<td><strong>$4,658,266</strong></td>
<td><strong>$2,064,237</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>OBJECTS</th>
<th>Budget</th>
<th>Encumbrances</th>
<th>YTD Expenditures</th>
<th>Free Balance</th>
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<tr>
<td>100 Salaries</td>
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<td>$1,782,809</td>
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<td>$745,533</td>
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<td>1,020,909</td>
<td>1,249,994</td>
<td>682,404</td>
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<td>300 Purchased Services</td>
<td>1,113,955</td>
<td>240,643</td>
<td>555,531</td>
<td>317,781</td>
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<td>400 Supplies and Materials</td>
<td>539,360</td>
<td>124,863</td>
<td>215,312</td>
<td>199,386</td>
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<td>41,000</td>
<td>4,400</td>
<td>90,871</td>
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<tr>
<td>600 Other Objects</td>
<td>146,800</td>
<td>1,700</td>
<td>182,517</td>
<td>(37,617)</td>
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<td>700 Interfund Transfers</td>
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<td>264,000</td>
<td>100,000</td>
<td>-</td>
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<tr>
<td>800 Contingency</td>
<td>211,023</td>
<td>-</td>
<td>-</td>
<td>211,023</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,161,628</strong></td>
<td><strong>$3,439,124</strong></td>
<td><strong>$4,658,266</strong></td>
<td><strong>$2,064,237</strong></td>
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</table>
## EXPENDITURES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Encumbrances</th>
<th>YTD Expenditures</th>
<th>Free Balance</th>
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</thead>
<tbody>
<tr>
<td>210</td>
<td>Bus Fund</td>
<td>106,500</td>
<td></td>
<td>72,303</td>
<td>34,197</td>
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<tr>
<td>221</td>
<td>Vehicle Replacement</td>
<td>5,745</td>
<td></td>
<td></td>
<td>5,745</td>
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<tr>
<td>223</td>
<td>Title II</td>
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<td>7,918</td>
<td>67,082</td>
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<tr>
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<td>RTI Fund</td>
<td>10,000</td>
<td></td>
<td></td>
<td>10,000</td>
</tr>
<tr>
<td>245</td>
<td>Dr. John Fund</td>
<td>52</td>
<td></td>
<td></td>
<td>52</td>
</tr>
<tr>
<td>248</td>
<td>TAPP Grant</td>
<td>150,000</td>
<td>41,528</td>
<td>84,689</td>
<td>23,783</td>
</tr>
<tr>
<td>249</td>
<td>CTE Revitalization Grant</td>
<td>350,000</td>
<td>2,000</td>
<td>166,414</td>
<td>181,586</td>
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<tr>
<td>252</td>
<td>Monroe (Youth Corrections)</td>
<td>750,945</td>
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<td>460,128</td>
<td>120,913</td>
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<td>256</td>
<td>Youth Transition</td>
<td>86,425</td>
<td>24,530</td>
<td>30,410</td>
<td>11,485</td>
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<tr>
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<td>Title I</td>
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<td>Focus Grant</td>
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<td>14,999</td>
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<td>Title VI - Rural</td>
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<tr>
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<td>IDEA</td>
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<td>16,060</td>
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<td>268</td>
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<td>171,671</td>
<td>66,488</td>
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<td>Gift &amp; Memorial</td>
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<td>7,000</td>
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<td><strong>$ 1,593,611</strong></td>
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## RECAP

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<tr>
<th>Fund</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>YTD Receipts</th>
<th>Expenditures</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>210</td>
<td>Bus Fund</td>
<td>48,170</td>
<td>61,373</td>
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<td>37,240</td>
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<tr>
<td>221</td>
<td>Vehicle Replacement</td>
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<td>5,145</td>
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</tr>
<tr>
<td>223</td>
<td>Title II</td>
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<td>7,483</td>
<td>7,918</td>
<td>(435)</td>
</tr>
<tr>
<td>240</td>
<td>RTI Fund</td>
<td>2,567</td>
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<td>2,567</td>
</tr>
<tr>
<td>245</td>
<td>Dr. John Fund</td>
<td>52</td>
<td></td>
<td></td>
<td>52</td>
</tr>
<tr>
<td>248</td>
<td>TAPP Grant</td>
<td></td>
<td>61,961</td>
<td>84,689</td>
<td>(22,728)</td>
</tr>
<tr>
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<td>150,751</td>
<td>166,414</td>
<td>(15,663)</td>
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<tr>
<td>252</td>
<td>Monroe (Youth Corrections)</td>
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<td>322,300</td>
<td>460,128</td>
<td>(137,827)</td>
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<tr>
<td>256</td>
<td>Youth Transition</td>
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<td>8,371</td>
<td>30,410</td>
<td>(22,039)</td>
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<tr>
<td>257</td>
<td>Title I</td>
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<td>55,551</td>
<td>92,761</td>
<td>(37,210)</td>
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<td>258</td>
<td>Focus Grant</td>
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<td>16,141</td>
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<tr>
<td>260</td>
<td>Title VI - Rural</td>
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<tr>
<td>264</td>
<td>IDEA</td>
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<td>11,855</td>
<td>56,890</td>
<td>(45,035)</td>
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<tr>
<td>266</td>
<td>Indian Education Grant</td>
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<td>268</td>
<td>SPR &amp; I</td>
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<td>270</td>
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<td>143,210</td>
<td>171,671</td>
<td>(28,501)</td>
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<tr>
<td>280</td>
<td>Revolving</td>
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<td>49,729</td>
<td>79,129</td>
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<td>4,786</td>
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<td>116,329</td>
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<td>Scholarship</td>
<td>26,566</td>
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<tr>
<td></td>
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*Balances are Audited.*
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<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>TOTAL</th>
<th>Over/(Under)</th>
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<td>18,930</td>
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<td>10,459</td>
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<td>15,196</td>
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<td>3,051</td>
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<td>8,500</td>
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<td>0</td>
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</tr>
<tr>
<td>Rental - Lincoln Blq</td>
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<td>-</td>
<td>-</td>
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<td>Services Billed to Other</td>
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**REQUIREMENTS**

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**Monthly Fund Balance**

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**Accumulated Fund Balance**

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### Reprint Check Listing

**HARNEY CO. SCHOOL DISTRICT #3**  
Fiscal Year: 2016-2017

Criteria:  
Bank Account:  
From Check: From Voucher:  
To Check: To Voucher:  
From Date: 02/01/2017 To Date: 02/28/2017  
From Clear Date: To Clear Date:  

Types:  
- ☑ Expense  
- ☐ Manual  
- ☐ Payroll  
- ☐ Payroll Deductions  
- ☐ Other Disbursements

* Indicates gap in check sequence

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## HARNEY CO. SCHOOL DISTRICT #3

### Reprint Check Listing

**Fiscal Year:** 2016-2017

**Criteria:**

- **Bank Account:**
- **From Check:**
- **To Check:**
- **From Voucher:**
- **To Voucher:**

**From Date:** 02/01/2017  **To Date:** 02/28/2017

**From Clear Date:**  **To Clear Date:**

**Types:**

- ☑ Expense
- □ Manual
- □ Payroll
- □ Payroll Deductions
- □ Other Disbursements

*Indicates gap in check sequence*

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## Reprint Check Listing

**HARNEY CO. SCHOOL DISTRICT #3**

**Fiscal Year:** 2016-2017

**Criteria:**

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<th>From Check:</th>
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- [ ] Payroll  
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* Indicates gap in check sequence

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Total Amount: $207,953.85
Reprint Check Listing

Criteria:
Bank Account: 
From Check: 
To Check: 
From Voucher: 
To Voucher: 
From Date: 02/01/2017 
To Date: 02/28/2017 
From Clear Date: 
To Clear Date: 

Types: □ Expense □ Manual □ Payroll □ Payroll Deductions □ Other Disbursements

Report Total Amount:  
Amount:  

End of Report
**HARNEY COUNTY SCHOOL DISTRICT NO. 3**

**2017 BUDGET COMMITTEE MEETING CALENDAR**

**FOR THE 2017-2018 BUDGET**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15, 2017</td>
<td>REGULAR BOARD MEETING ~ Review Budget Meeting Calendar ~ 2017-2018 Budget Update</td>
</tr>
<tr>
<td>March 14, 2017</td>
<td>REGULAR BOARD MEETING ~ Approve the 2017 Budget Meeting Calendar ~ 2017-2018 Budget Update</td>
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</table>
| April 12, 2017        | PUBLISH NOTICE OF THE FIRST MEETING OF THE BUDGET COMMITTEE ~ Notice to be published not earlier than 30 days prior to the first meeting and final publication not later than five (5) days prior to the first meeting and those two notices must be separated by at least seven (7) days. (ORS 294.401) NOTICE OF BUDGET COMMITTEE MEETING NOTICE IS HEREBY GIVEN, pursuant to ORS 294.401, that a meeting of the Budget Committee of the Harney County School District No. 3 will be held on the 9th day of May, 2017 at 6:00 pm for the purpose of receiving the budget message and budget document of said district for the fiscal year 2017-2018. This is a public meeting where deliberations of the Budget Committee will take place and any person may appear and discuss proposed programs with the Budget Committee at that time. A copy of the budget document will be available at the time of the meeting.  

Steven Quick, Superintendent  
(submit both 1st & 2nd notice to the newspaper by April 5, 2017) |
| April 26, 2017        | PUBLISH 2ND NOTICE OF THE FIRST MEETING OF BUDGET COMMITTEE ~ see above notice       |
| May 9, 2017           | FIRST MEETING OF THE BUDGET COMMITTEE ~ Elect presiding officer. Budget committee may choose to elect an alternate presiding officer. Presentation of the budget message by the executive officer and the budget document by the budget officer. Receive questions and comments from citizens. Schedule and announce the time and place of the next meeting, if determined necessary. Additional meetings not published in Budget Committee notice must be advertised as notice of meeting of government body. The committee may demand and receive any information it requests and compel the attendance of any employee at its meetings. All meetings shall be open to the public. The budget document is filed in the District Office as a public record and a copy of the document or part thereof is made available to any person requesting it. A majority of the members of the Budget Committee is required to pass any motion, (ORS 174.130). |
| May 9, 2017           | REGULAR BOARD MEETING ~ 2017-2018 Budget Update                                   |
| May 24, 2017          | PUBLISH NOTICE OF BUDGET HEARING (ED1) (not more than 25 days nor less than 5 days prior to the hearing), (ORS 294.421). |
June 13, 2017  
PUBLIC HEARING ON THE BUDGET AT 7:00 PM  AND  
REGULAR BOARD MEETING IMMEDIATELY FOLLOWING  
~ As approved by the Budget Committee, shall be conducted by no less than a quorum of the  
Board, (ORS 294.430).  

~ Following the public hearing on the budget, the Board shall determine whether the amount  
approved by the Budget Committee shall be changed as a result of testimony presented at the  
budget hearing. After the above determination, the board shall enact resolutions to adopt the  
budget, to make appropriations and to declare the tax rate. At the time the budget is adopted,  
funds may be increased by 10% provided that the tax rate as published is not increased. To  
exceed either of these restrictions would require republication of the budget and another public  
hearing prior to June 30th.  

~ The District shall enact resolutions adopting the budget, making the appropriations and  
declaring the tax rate. At the time the budget is adopted, the total expenditures in any Fund  
may be increased up to ten (10) percent provided the tax rate as published has not increased. To  
exceed either of these restrictions would require republication of the Financial Summary with  
Fund summaries and another public hearing prior to June 30th (ORS 294.435; OAR 150-  
294.435).  

July 15, 2017  
DEADLINE TO CERTIFY THE TAX RATE TO THE COUNTY ASSESSOR OR TO  
REQUEST AN EXTENSION
### CONTRACT RECOMMENDATIONS

#### PROBATIONARY STAFF
Recommendations for Renew/Non-Renew – March 2017

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Name</th>
<th>Description</th>
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<td>7/11/2016</td>
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#### SECOND YEAR PROBATIONARY
(Moving to 3rd Year Probationary Status in 2017-2018)

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<th>Hire Date</th>
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<tbody>
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#### THIRD YEAR PROBATIONARY
(Contract Status in 2017-2018)

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<td>8/18/2014</td>
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#### CONTRACT STAFF
Recommendations for Extension/Non-Extension – March 2017

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<th>Hire Date</th>
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**PROBATIONARY ADMINISTRATORS**

Renewal/Non-Renewal – March 2017

**FIRST YEAR PROBATIONARY**

(Moving to Second Year Probationary Administrator Status in 2017-2018)

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<th>Non-Renew</th>
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**SECOND YEAR PROBATIONARY**

(Moving to Third Year Probationary Administrator Status in 2017-2018)

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**THIRD YEAR PROBATIONARY**

(Moving to Contract Administrator Status in 2017-2018)

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**OFF YEAR/CONTRACT ADMINISTRATORS**

March 2017

**CONTRACT ADMINISTRATORS**

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<th>Hire Date</th>
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**CONTRACT ADMINISTRATORS**

Extension/Non-Extension – March 2017

**CONTRACT ADMINISTRATORS**

(Extended for 2017-2018 through 2018-2019)
Attention: Board Members and Superintendent Quick

**Discipline Data:**
Our three tiers of behavior are Tier 3- red zone- 0.7% (3 students), Tier 2- yellow zone- 4% (17 students), and Tier 1- green zone- 95.3%.

**Attendance:**
In our Tier 2 Team, made up of myself, Psychologist Mrs. Lemos, Behavior Specialist Mrs. Thompson, and Reading TOSA Mrs. Mues, we targeted Attendance in February. We have had a 1% decline each month and wanted to do some targeted intervention around our Attendance. January Attendance was 93.3% and after our intervention we ended up with 93.47%. Last year and for the past several years Henry L. Slater’s Attendance has been 81.4%. We are making a difference this year! I have implemented many strategies to get our students to school.

<table>
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<th>2015-2016</th>
<th>Sept ‘16</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb ‘17</th>
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<tbody>
<tr>
<td>81.4%</td>
<td>95%</td>
<td>95%</td>
<td>91%</td>
<td>92%</td>
<td>93.3%</td>
<td>93.47%</td>
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**Academic Data:**
Teacher Data Teams will collaborate on the second day of Conferences to review student interventions in Math and Reading. The K-5th Grade teachers and paraprofessionals will assess current data and move students into the intervention groups that fits each students’ needs.

**February Highlights:**
We have Slater’s Got Talent, Spaghetti Feed, Auction, Parent Meeting, and the Book Fair happening Thursday, March 16th from 6:30-8:30pm and we would like all of you to attend! Our Harney County ESD will be providing a Professional Development this Friday on School Voice where I have half of my Certified Staff attending. This will help set our vision for 2017-2018 school year around Professional Development around Equity and putting students’ needs first. We will be practicing our Lockdown Drill this month, with revised procedures in place. I have my Safety Committee assessing each teaching space making sure it is a safe zone.

It is my pleasure to serve the Staff, Students and Parent of Henry L. Slater every day!

Sincerely,

Principal Sarika Mosley
Wrestling: Great season!

Regionals:
- 1st: Garrett Goss-Bodily, Cody King
- 2nd: Corbett Graham, Carter Lardy
- 3rd: Justin Winn, Kevin Peasley, Dalton Puckett
- 4th: Ethan Peasley-Richardson
- Team: 4th place with 9 wrestlers. First place team had 44!

State:
- 4th: Garrett Goss-Bodily
- 5th: Justin Winn

Basketball: 8th grade girls team 4th place at the Oregon State Middle School Basketball Championships. Our 7th grade team placed 2nd at the Big Tree Tournament, in LaPine. Awesome job ladies!

Art Integration Grant: We continue to enjoy many benefits from this opportunity. Yesterday we had an artist-in-residence from Copic Markers work with all of our students in Language Arts classes. Thursday, YES will be here to teach how drama, fine art, and music integrate with Language Arts.

The YAC: Another new club has started at HMS. The YAC (Youth Action Committee) meets Monday afternoons and focuses on healthy choices and positive school culture. This is in partnership with Symmetry care and their community health specialist, Frankie Gould. Thanks Frankie!

Crime Lab Play: STEM students took a field trip to Slater Elementary to perform a Whodunnit Crime Lab Play and involve students in a forensic investigation to discover the safe robber.

West My Friend: Thanks to the ESD, we enjoyed folk and bluegrass music from the band "West My Friend" last month.

Leadership Class Students continue to work hard to maintain pride in our beautiful old building by doing painting projects and minor repairs, making benches, shoveling snow, sweeping walk ways, planting grass and painting murals.

Smarter Balanced Testing: State testing will begin after Spring Break starting with Math and followed by Language Arts. Teachers are working hard to pack in curriculum, review test taking strategies, and prepare students by taking the practice tests.

Track: 52 kids signed up so far!

2nd Trimester Reward: This Thursday night we'll have our reward dance. This is for students with no second trimester report card Fs and good behavior.
Burns High School
Board Write-up
3-14-2017

Burns High School staff and students want to thank Tony for attending Burns High Schools “Get Involved Assembly” held on March 6, 2017 as our guest. Tony drew six students name out a bowl, 3 winning $50.00 each and another 3 winning apparel from the Burns High Booster Club. 1st Trimester we had 68.7% of our students involved in a club, sport or activity. At the end of 2nd Trimester, we nearly hit 80%, but landed just short at 79.62% of our students involved in a club, sport or activity. Our goal is 100% involvement.

Burns High School staff and student body would like to say a big “THANK YOU” to our Booster Club. They donated $3000.00 to our flag fund last week, which has given us enough money to purchase an Oregon Flag to hang in our gym next to the American Flag and Tribal Flag. We also would like to thank Bella Java, the class of 2005-2008 and 2015, and any community members that donated during the basketball season for their kind donations to make this happen. The flag is ordered and should be up in the next 3 weeks.

This morning, Burns High School students attended the movie theatre as the second stage of the positive behavior support program. The students were treated to a movie, pizza and soda for receiving no Discipline Referrals, passing all their classes with a “C” or better and having less than 1 unexcused absence for second Trimester. The movie they watched was Doctor Strange. Approximately 110 students qualified.

I have supplied you in your packet an updated Important Dates List for Burns High School. As things come up, I’ll try and update you.

Burns High School Site Council has been working hard with the staff at the school to EMPOWER our students to decide on their future when they enter our High School. Our responsibility as educators to prepare all students to be College and or Career ready. With that in mind, a few of our members would like to present to you the direction Burns High School is going in the future.
# 2016-17 End of Year Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Last Day staff (½ day)</td>
<td>June 9th</td>
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<td>Last Day Students (2 Hr. Early Release)</td>
<td>June 8th</td>
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<td>8th Grade Promotion Visitation</td>
<td>June 7th</td>
<td>AM/PM</td>
<td>High School</td>
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<td>Drama (presentation of Children Literature)</td>
<td>June 3rd</td>
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<td>High School Cafeteria</td>
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<tr>
<td>BHS Graduation</td>
<td>June 2nd</td>
<td>6:00 PM</td>
<td>High School Gym</td>
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<td>Springs Sports Banquet</td>
<td>TBD</td>
<td>6:00 PM</td>
<td>High School Cafeteria</td>
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<tr>
<td>Spring Band Concert/Art Show</td>
<td>May 23rd</td>
<td>7:00</td>
<td>High School Cafeteria</td>
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<tr>
<td>FFA Banquet</td>
<td>May 22nd</td>
<td>5:30 PM</td>
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<td>Academic Awards</td>
<td>May 16th</td>
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<td>High School Cafeteria</td>
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<td>FFA Forestry District</td>
<td>May 10th</td>
<td>All Day</td>
<td>Idelwild</td>
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<td>National Honor Society</td>
<td>May 10th</td>
<td>7:00</td>
<td>High School Cafeteria</td>
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<td>FFA CDE Days</td>
<td>May 1st-2nd</td>
<td>All Day</td>
<td>Corvallis (OSU Campus)</td>
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<td>JR/SR Prom</td>
<td>April 29th</td>
<td>8:00 PM</td>
<td>Tribal Center</td>
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<td>Spring Choir Concert/Art Show</td>
<td>April 26th</td>
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<td>School Make-up Day</td>
<td>April 14th</td>
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<td>AG/Shop Skills</td>
<td>April 13th</td>
<td>All Day</td>
<td>TVCC</td>
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<td>Blood Drive</td>
<td>April 10th-11th</td>
<td>All Day</td>
<td>High School Gym</td>
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<td>Drama</td>
<td>March 17th -18th</td>
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<td>High School Cafeteria</td>
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*** Senior Projects will take place in class***

3-14-2017
Monroe School - March- 2017 Board Report

During this last month at Monroe School, we have busy preparing for the upcoming Smarter Balanced assessment. Students have been continuing to work throughout the year on their writing skills. With this continued practice and diligence, we are seeing both growth and confidence in their writing abilities. Students are also continuing to work through the transition curriculum we purchased. They are each creating their own portfolio, which includes copies of their resume, job applications they have filled out, and a contact numbers/resources list of services for the community they are returning to.

We had a recent phone call at Monroe from a student who had left the facility and moved to the mid-west. He shared that once he got out of the facility he needed to find a job. He wanted to let us know that if we had not worked with him around transition, and didn’t have his portfolio, he didn’t know how he would have made it. He shared that he was able to fill out job applications because he had practiced at Monroe and had examples to look at in his portfolio. In addition, he had given out copies of his resume when he turned in applications. He called to check on one of the jobs he had applied for and over the phone he heard them say, “It is the only one who had a resume with his application calling.” He was very excited to share with us that he was hired for that job and was doing great. This is a success story!

We still have 8 students enrolled in college courses through Treasure Valley Community college. They are really enjoying their courses and having great success. Many plan to increase their class load this next term and there is even talk of taking classes throughout the summer so they can progress faster through the program. In addition, we have 5 students attending college through our new construction program. That is a total of 13 out of our 15 graduates at EOYCF that are attending college and earning credits.

Again, I am so very grateful to be a part of this District and team! Thank you for the opportunity to serve as the Monroe School principal.

Sincerely,
Chandra Ferguson
OVERALL TRIMESTER UPDATE:

The second trimester is over at all the schools and we are down to the last 50 days left till summer vacation. Overall the kids are doing great, they have been working hard in their classes and being extremely active with tolerating the snow and ice for the past three months. The grades at the schools have improved overall from the previous trimester with hard work by the student, staff and supports that are offered to each student.

ATTENDANCE:

The attendance this trimester is a down from last trimester. When I look at the reasons there has been a lot of sickness that is reoccurring with the kiddos, extra days or extended days for vacations and medical appointments for themselves or family members. Two of the three listed can be controlled, vacation and appointments. When a student misses more than 8 to 12 days a year there is a high likelihood that the student will struggle in school with reading, writing or math. Please consider this if you plan on leaving town during school contact days. If you have issues for getting your student to school when everyone is sick or doing things give us a call in education. We can help.

The percentages at each school are:

Burns High School 88% attendance, 79 tardies and 34 unexcused (non-called in) absences.

Hines Middle School 90% attendance, 118 tardies and 16 unexcused absences.

Henry L Slater Elementary School 90% attendance, 103 tardies, 44 unexcused absences.

The first trimester percentages and overall for the district for the native american population is: Burns High School 89% for 1st trimester and overall a 88% for the year.

Hines Middle School 94% for the 1st trimester and 92% for the year.
Henry L. Slater Elementary School 94% for the 1st trimester and 92% for the year.

The district average is 91%.

Activities that have been accomplished and that are coming up:

There are several things that we have done and other activities coming down the pike for the families and students at the schools.

- Diversity Training
- Tutoring
- Open Gym
- Drone flying/STEM and other friday activities
- Trimester prizes for attendance
- Parent Committee/Parent training
- Tribal Training
- LICWAC
- Parent dinners
- College Application Support and Future College Visit
- Parent support in meetings and helping to get students to school.
- Working in the classrooms at Slater and Hines and being a resource at the high school for the students as needed.

- Submitted by: Scott D Smyth, TAPP Coordinator/Family Advocate
March 14, 2017

Things are going pretty well up at the Transition Center. The students like being there and look forward to coming each day. Four students from BHS are currently coming up each day to do Drivers Ed with us in preparation to apply for their driving permits.

As many of you know, the AARP group has been using a few rooms to do taxes for people in the community. Our Transition kids have been making cookies and coffee for all of them and it has been much appreciated by the group as well as the community members.

I would like to mention that we have put the Transition Center Path in the hallway if you would be interested in looking it over. We have already reached many of our goals ahead of schedule; this has been a very exciting and worthwhile venture. I want to thank all of you so much for your support in this, I have no doubt that the program will continue to grow and be successful. Please feel free to stop in sometime and visit with our students and see how things are progressing.

Our next project is to clean up an area down stairs for a laundry facility and storage area.

Sincerely,

Deborah Titus
Transition Specialist
HARNEY COUNTY SCHOOL DISTRICT NO. 3
550 North Court Avenue
Burns, Oregon 97720

Steven Quick
Superintendent

Phone (541) 573-6811
Fax: (541) 573-7557

DATE: February 1, 2017

TO: The Book Parlor
    Maranda Robbins
    433 North Broadway
    Burns, OR 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: The Book Parlor
                Maranda Robbins

Donation: $30.00

For: Henry L. Slater Elementary – Attendance Incentive

Board Accepted: ____________________________________________

Signature: ________________________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: March 8, 2017

TO: Hilander Booster Club
    PO Box 13
    Hines, OR 97738

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: Hilander Booster Club

Donation: $3,000.00

For: Burns High School - Oregon Flag Fund

Board Accepted: ____________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: February 14, 2017

TO: Steven L. Atkins
    PO Box 934
    Burns, OR 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: Steven L. Atkins
Donation: $500.00
For: Burns High School Athletics – Participation Fee Scholarships

Board Accepted: ________________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: March 7, 2017

TO: Ruthie’s
Ruthie Miller
30585 Hwy 20 East
Burns, OR 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: Ruthie’s
Ruthie Miller

Item(s) donated: Engraving:
BHS Winter Sports Awards – $26.28
BHS Winter Basketball Awards – $47.52
BHS Booster Club Winter Sports - $119.16

Total Value: $192.96
For: BHS Athletics

Board Accepted: ____________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: February 21, 2017

TO: Ruthie’s
    Ruthie Miller
    30585 Hwy 20 East
    Burns, OR 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate
your generosity and continued support of education for the students in our community. Please
accept this as a receipt of your donation to the Harney County School District.

Received from: Ruthie’s
                Ruthie Miller

Item(s) donated: Engraving:
                Plates - $25.50
                Fall Sports - $43.56

Total Value: $69.06
For: BHS Athletics

Board Accepted: ________________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: March 7, 2017

TO: Larry T. and Nanci Norris, LLC
    DBA Figaros
    PO Box 924
    Hines, OR 97738

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: Larry T. and Nanci Norris, LLC
                DBA Figaros

Donation: $100.00

For: Burns High School Baseball

Board Accepted: ____________________________________________

Signature: ________________________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: February 23, 2017

TO: Wensenk Construction Industries LLC
928 East Jefferson
Burns, Oregon 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received From: Wensenk Construction Industries LLC

Item(s) Donated: Donation

Valued At: $75.00

For: Burns High School Athletics – Baseball Program/Baseballs

Board Accepted: ________________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: February 10, 2017

TO: C & B Sanitary Service, Inc.
    PO Box 418
    Burns, Oregon 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received From: C & B Sanitary Service, Inc.

Item(s) Donated: Donation

Valued At: $150

For: Burns High School Athletics - Baseball

Board Accepted: ____________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: February 13, 2017

TO: Jett Blackburn Real Estate, Inc.
    707 Ponderosa Village
    Burns, OR 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received From: Jett Blackburn Real Estate, Inc.

Item(s) Donated: Donation

Valued at: $150.00

For: Burns High School Athletics – Baseball

Board Accepted: ____________________________

Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
DATE: March 7, 2017

TO: Harney District Hospital
557 West Washington
Burns, Oregon 97720

FROM: Muriel Wenick, Executive Assistant

RE: Donation to Harney County School District #3

Harney County School District #3 would like to thank you for your donation. We appreciate your generosity and continued support of education for the students in our community. Please accept this as a receipt of your donation to the Harney County School District.

Received from: Harney District Hospital
Item(s) donated: Donation
Valued at: $250.00
For: Burns High School Science Club

Board Accepted: ________________________________
Signature: ________________________________

Sincerely,

Muriel Wenick
Executive Assistant
2017-2018 School Calendar

Harney County School District #3
550 N. Court Ave
Burns, OR 97720
541.573.6811
www.burnsschools.k12.or.us

August 2017

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December 2017

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Fall Sports

[Dates]

Winter Sports

[Dates]

Spring Sports

[Dates]

1st and Last Day of School and Trimester Start days
Professional Development 7:30-3:30
Teacher Grading Day 7:30-3:30
No School - Parent Student Conferences
Teacher Grading Days 7:30-11:00
Holidays/Vacations - No School

End of Document
March 3, 2017

Dear Chairman Gunderson and Honorable HCSD Board Members,

I am writing to inform you that effective at the end of this contract year, I will be resigning as your .5 “STEM Teacher Specialist,” HMS Careers teacher and volunteer STEM Club advisor for personal reasons.

In my professional roles this year I have truly enjoyed working with community members, parents and our many promising students to support their abundant potential for hands-on collaboration, a growth mindset, real world problem solving, career preparation and STEM innovation. It is my hope that my time has contributed to making a positive difference in the lives of our students, families and our community.

Sincerely,

Mary L Goff
February 3, 2017

Harney County School District #3
550 N. Court
Burns, Oregon 97720

Dear Mrs. Graham,

After talking with my physician here in Burns Oregon; she and I agree that for health reasons Burns is not the best place for me to live and work. The environment is too extreme and not the best for an asthmatic.

Besides, it is costing me too much money to maintain two households. I still have my home in Nevada. It is a lot cheaper to live in Nevada than here in Oregon.

After the new changes in Education, here in Oregon I am just a “Tutor”. I know longer feel like a teacher. I have a Masters in Special Education, which cost a great deal of money. Now I can’t even use my degree to the fullest.

I do enjoy working with the students and staff at Burns High School, but it is time for me to return to Nevada.

Will I teach again? “Who Knows”. I am looking forward to my new adventure. I plan to finish out my contact for this year, 2016-2017, however, I will resign in June 2017.

Sincerely,

Connie L. Stinson
Fwd: Retirement
2 messages

David Robinson <robinsd@harneyesd.k12.or.us> Mon, Mar 6, 2017 at 6:32 AM
To: Steven Quick <quicks@harneyesd.k12.or.us>, Brenda Graham <grahamb@harneyesd.k12.or.us>

--- Forwarded message ---
From: John Shilling <shillingjohn@harneyesd.k12.or.us>
Date: Sun, Mar 5, 2017 at 5:07 PM
Subject: Retirement
To: David Robinson <robinsd@harneyesd.k12.or.us>

March 5, 2017
To: Harney County School Board

I would like to thank the board for hiring me for the position of Math/Health teacher at HMS for the 2016-2017 school year. It has been fulfilling and exciting.

I have seen great improvement in the students in both the Math III and Algebra classes, as reflected in their MobyMax scores.

The students in the Health classes have shown interest in learning how to improve their lives and what it takes to live a healthy and caring life.

However, after a great deal of thought I have decided to retire. I will finish out the school year and appreciate the opportunity and experience that I have been provided.

I look forward to spending more time with my children and grandchildren, and having more time for my hobbies and interests.

Sincerely,
John Shilling

---
David Robinson, Principal
Hines Middle School
541-573-6436

Brenda Graham <grahamb@harneyesd.k12.or.us> Mon, Mar 6, 2017 at 8:27 AM
To: David Robinson <robinsd@harneyesd.k12.or.us>

Brenda Graham
Administrative Assistant/Human Resources
Harney County School District #3
550 North Court Avenue
Burns, OR 97720

https://mail.google.com/mail/u/0/?ui=2&ik=ec8242ada3&view=pt&cat=Personnel%20Misc.%2FJohn%20Shilling&search=cat&th=15aa408e5ff64e71&aiml=15aa
AUDIT CONTRACT

February 28, 2017

Board of Directors
Harney County School District No. 3
Burns, Oregon

This contract, made this ______ day of __________________, 2017, in accordance with
the requirements of Oregon Revised Statutes 297.405 through 297.555 between Oster
Professional Group, CPA's, LLP (OPG) of John Day, Oregon, and Harney County School
District No. 3 (the district) provides as follows:

1) It hereby is agreed that OPG shall conduct an audit of the accounts and
fiscal affairs of the district for the period beginning July 1, 2016 and
ending June 30, 2017 in accordance with Minimum Standards for Audits
of Oregon Municipal Corporations as prescribed by law. The audit shall be
undertaken in order to express an opinion upon the financial statements
of the district and to determine if the district has substantially complied
with appropriate legal provisions.

2) OPG agrees that the services it has contracted to perform under this
contract shall be rendered by it or under its personal supervision and that
the work will be faithfully performed with care and diligence.

3) It is understood and agreed that, should unusual conditions arise or be
encountered during the course of the audit whereby the services of OPG
are necessary beyond the extent of the work contemplated, written
notification of such unusual conditions shall be delivered to the district
who shall instruct in writing OPG concerning such additional services, and
that a signed copy of each notification and instruction shall be delivered
immediately to the Secretary of State by the party issuing the same.

4) The audit shall be started as soon after this contract is executed as is
agreeable to the parties hereto and shall be completed and a written
report thereon delivered within a reasonable time, but not later than six
months after the closing of the audit period covered by this contract.
Adequate copies of such report shall be delivered to the district and its
form and content shall be in accordance with and not less than that
required by the Minimum Standards for Audits of Oregon Municipal
Corporations.
5) It is understood and agreed that the district is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that OPG shall draft them for the district. The cost of preparing such financial statements shall be in addition to the fee for conducting the audit as set forth in paragraph 7 below.

6) It is understood and agreed that either party may cancel this contract by giving notice in writing to the other party at least ninety days prior to July 1 of any year.

7) In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth the district hereby agrees to pay OPG the sum of $16,530 and the district hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

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*Oster Professional Group, CPAs*

**Harney County School District No. 3**

By: ________________________________________________

*Board Chairperson*
ENGAGEMENT LETTER

February 28, 2017

Board of Directors
Harney County School District No. 3
Burns, Oregon

You have requested that we audit the financial statements of the governmental activities, the business-type activities, and each major fund of Harney County School District No. 3 (the district), as of June 30, 2017, and for the year then ended and the related notes to the financial statements, which collectively comprise the district’s basic financial statements as listed in the table of contents. In addition, we will audit the district’s compliance over major federal award programs for the period ended June 30, 2017. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objective of our expressing an opinion on each opinion unit and an opinion on compliance regarding the district’s major federal award programs.

This audit agreement is in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555.

Accounting standards generally accepted in the United States of America require that management’s discussion and analysis (MD&A), and budgetary comparison information on the General Fund and major special revenue funds be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management’s responses to our inquiries. We will not express an opinion or provide any form of assurance on the MD&A and it will be subjected to certain limited procedures but will not be audited.

We intend to provide an opinion on the budgetary comparison information in relation to the financial statements as a whole and it will be subjected to the auditing procedures applied in the basic financial statements.

Supplementary information other than RSI also accompanies the district’s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole.
Combining and individual fund statements
- Supplemental supporting schedules

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and with Minimum Standards for Audits of Oregon Municipal Corporations. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and with Minimum Standards for Audits of Oregon Municipal Corporations.

In making our risk assessments, we consider internal control relevant to the district’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the district’s internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will issue a written report upon completion of our audit of the district’s basic financial statements. Our report will be addressed to the governing body of the district. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the district’s major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions of the Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance with The Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the district has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget Circular OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the district’s major programs. The purpose of those procedures will be to express an opinion on the district’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to The Uniform Guidance.

Also, as required by The Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the district’s major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the district’s major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.
Management’s Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards expended during the period;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with The Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the district complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For identifying and providing report copies of previous audits, attestation engagement, or other studies that directly relate to the objectives of the audit, including whether related communications have been implemented;
9. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings.
10. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
11. For submitting the reporting package and data collection form to the appropriate parties;
12. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
13. To provide us with:
   a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
   b. Additional information that we may request from management for the purpose of the audit; and
   c. Unrestricted access to persons within the district from whom we determine it necessary to obtain audit evidence.
14. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
15. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited
financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

Based on our estimates, the fee for the audit should be $16,530. This estimate is based on anticipated cooperation from district personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss the reasons with management and arrive at a new fee estimate before we incur the additional costs.

This fee does not include additional costs related to the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America, and the related Management's Discussion and Analysis. We anticipate the cost of assisting in the preparation of the financial statements and MD&A will be $3,310.

We do not charge for incidental telephone calls and inquiries, and we encourage management to use us as a resource throughout the year. Where we find that the district needs services that will require an additional fee, we can discuss those services and estimate a fee at that time.

The audit shall be started as soon after the contract is executed as is agreeable to the parties hereto, and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months after the close of the audit period, unless an extension of time is agreed upon.

Mitch T. Saul is the engagement partner for the audit services specified in this letter. His responsibilities include supervising OPGCPA's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. Adequate copies of the audit shall be delivered to the district and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature.

With respect to any nonattest services we perform, the district's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.
Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of OPG and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of OPGCPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditors’ report is issued or for any additional period requested by interested parties. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the district’s significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Once the books are ready for audit, we will begin fieldwork as scheduled. Generally the books will be considered ready for audit when:

1. All activity is recorded in the accounting records and properly classified by fund.
2. Trial balance, in electronic Microsoft Excel format, has been provided at least 2 weeks prior to scheduled fieldwork.
3. General ledger cash accounts have been reconciled to the statements provided by the district financial institutions.
4. A listing of accounts receivable (FY2017 revenue received after 6/30/17), if applicable, have been listed by fund and income account, evaluated for collectability and amounts received within 60 days of year-end identified.
5. Inventories, if applicable, have been counted and valued.
6. A list of property and equipment acquired or disposed of, with dates and amounts, is prepared and depreciation has been calculated and a complete listing of fixed assets is available.
7. A listing of accounts payable (FY2017 expenses paid after 6/30/17), if applicable, to vendors and others is prepared and summarized by fund and expense account.
8. Payroll tax reports through the end of the fiscal year have been completed and reconciled to the general ledger.
9. A list of elected officials and their addresses at June 30 is prepared and made available.
10. New leases, contracts, and notes payable are summarized and made available for review.
11. A summary of current, pending or threatened litigation is prepared.
12. A schedule of expenditures of federal awards is prepared and reconciled to the general ledger revenue accounts.

If the district is unable to complete some part of the necessary accounting work to have the district books ready for audit, we are available to assist the district. If the district desires to engage OPGCPA for assistance, a separate contract for services may be prepared prior to commencement. To maintain our independence and, therefore our ability to perform the audit in accordance with professional standards, there may be some limitations on the type of services that can be provided.

We will provide copies of our reports to the district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

In accordance with the requirements of Government Auditing Standards, a copy of our November 3, 2016 peer review report is available upon request.

We appreciate the opportunity to be of service to the district, and believe this letter accurately summarizes the significant terms of our engagement. If the district has any questions, please let us know. If the district agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

[Signature]
OPGCPA, PC
Oster Professional Group, CPA’s LLP

This letter correctly sets forth the understanding of the district.

By: __________________________

Title: __________________________

Date: __________________________
The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all NSLP regulations regarding Child Nutrition Program regulations for which the district is approved to operate:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The superintendent will develop an administrative regulation(s) as necessary to implement this policy and meet the requirements of state and federal law. The administrative regulation(s) will be reviewed and adopted by the Board as required by law.

END OF POLICY
Legal Reference(s):

ORS 327.520 to -327.535
ORS 336.423

OAR 581-022-1530(2)
OAR 581-051-0100
OAR 581-051-0305
OAR 581-051-0310
OAR 581-051-0400

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.
U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.
National School Lunch Program 7 C.F.R. Part 210
U.S.D.A. Instruction 113-1 Civil Rights
Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250

Cross Reference(s):

EFA - Local Wellness Program
Reimbursable School Meals and Milk Programs
(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district’s nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
   a. Nonpricing (serve SMP milk at no charge to all students);
   b. Pricing programs without a free option (charge all students for SMP milk); or
   c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household’s application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).

2. Reimbursable meals and afterschool snacks will be priced as a unit.

3. Reimbursable meals, milk and afterschool snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals and free milk.

4. Annually, the district will establish prices for reimbursable student meals, afterschool snacks and milk. The price charged to students who do not qualify for free or reduced price meals or free milk will be established annually by the district in compliance with state and federal laws.¹

5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.²

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals, afterschool snacks and milk for the students listed on the official document. Districts must access this document at least three times per year.

2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals for the students listed on the official documents.

3. Households that submit a confidential application will be notified of their student’s eligibility for free or reduced price meals or free milk. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.

4. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal or free milk benefits and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

5. Students who do not qualify for free or reduced price meals or free milk are eligible to participate in the SMP, National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged “paid” prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district’s NSLP, SMP, SBP and Summer Food Service Program (SFSP).

6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.

7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals or free milk to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.

2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP, SMP, SBP and SFSP.

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.\(^3\)

4. District nutrition and food services revenues will not be used to purchase land or buildings.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.

\(^3\)For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

Reimbursable School Meals and Milk Programs - EFAA-AR

2-7
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

7. The district will meet the requirements for allowable NSLP, SMP, and SBP and SFSP costs as described in 2 C.F.R. 200.

8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

10. In the operation of its nutrition and food services program, the district will purchase food products that where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.

2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.

3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.

4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SMP, and SBP and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SMP, and SBP and SFSP. The district will forward any civil rights complaint regarding the district’s nutrition and food services to ODE’s civil rights coordinator within three days of receiving the complaint.

5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced price meals, or free milk or direct certification, including students’ eligibility for free or reduced price meals and all household information. The district’s NSLP, SMP, and SBP and SFSP operators are not required to release any information from a student’s confidential application for free or reduced price meals or free milk. No information may be released from a student’s confidential application for free or reduced price meals or free milk eligibility information without first obtaining written permission from the student’s parent or legal guardian/adult household member signing the application, except as follows:
a. An individual student’s name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program (SNAP);

b. Any other confidential information contained in the confidential application for free and reduced price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the recommendations of the most current Dietary Guidelines for Americans.

2. Meals and afterschool snacks served for reimbursement will meet at least the minimum NSLP, SBP, and SFSP requirements for food items and quantities.

3. Meals served for reimbursement will:

   a. Meet all calorie range requirements by grade level;
   b. Meet the maximum standards set for saturated fat;
   c. Meet the maximum standards set for sodium by grade level; and
   d. Meet the requirement for zero grams of trans fats.

4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.

6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.

7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.

Reimbursable School Meals and Milk Programs - EFAA-AR 4-7
Use and Control of Commodity Foods

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch and breakfast programs NSLP, SMP, SBP and SFSP.

2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.

3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals, afterschool snacks and milk served to eligible children.

2. All meals, afterschool snacks and milk claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal, afterschool snack and milk meets NSLP, SMP, and SBP and SFSP requirements for reimbursement.

3. The person responsible for determining reimbursability of meals and afterschool snacks will be trained to recognize a reimbursable meal.

4. The district official signing the claim for reimbursement will review and analyze monthly meal, afterschool snack and milk counts to ensure accuracy of the claim, before submitting the claim to ODE.

5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.

2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.

3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.

2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.

3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be made only when a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions, is on file at the school. The medical statement must state the nature of the child’s disability and how the disability affects the child’s diet. The medical statement must also detail the nature of the child’s disability and how the disability affects the child’s diet. The medical statement must include a prescription for substitute foods or texture modification so its effect on the student’s diet is understood and what must be done to accommodate the impairment. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s disability and how the disability affects the child’s diet. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s disability and how the disability affects the child’s diet. The medical statement must include a prescription for substitute foods or texture modification so its effect on the student’s diet is understood and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child’s eligibility status, for substitute meals or foods meals with the accommodation.

5. The district will control the sale of competitive foods.

6. The district will ensure that potable, drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.

7. The district will notify all households of its meal charge requirements early in the school year. The district’s meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than three meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district’s charge limit. Payment is due to the school anytime. Students or parents of students may prepay meal costs.

8. The sale of foods in competition with the district’s lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district’s nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.

9. Students will not be charged for second servings of meals or portions of meals served.

Record Keeping

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals, and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;

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4To comply with Section 504 as it relates to a student’s severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.


6Revise to reflect district’s meal charging requirements and ensure information is communicated to students and parents.
2. Financial records that account for all revenues and expenditures of the district’s nonprofit nutrition and food services programs, including procurement documents;

3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;

4. Documents of participation data (i.e., meal counts) from each school in the district to support claims for reimbursement;

5. Production and menu records;

6. Records to document compliance with Paid Lunch Equity; and

7. Records to document compliance with Revenue from Non-program Foods; and

8. Internal program monitoring documents for NSLP and SFSP.
Child Nutrition - Second Meals

Students will not be charged for second servings of meals or portions of meals served. All students will be charged a la carte prices for second servings of meals or portions of meals served.

END OF POLICY

Legal Reference(s):

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006). Local Wellness Program
The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Continual work toward professional growth will be expected of all licensed staff members. As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

Professional growth experiences and development activities may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. When contracting with third parties to provide training for employees, the Board recognizes it is not relieved of the responsibility to ensure that appropriate reasonable accommodations for qualified individuals with disabilities have been made. The Board district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified disabled employees with disabilities.

Requests for release time for attendance at meetings or conferences will be decided on their merits and may be approved by the superintendent or designee as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit Board superintendent or designee consideration; and

2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. It is the Board’s consensus that meetings or conferences for which district funds are contributed—whether for fees, travel or hiring of substitutes—should relate primarily to the advancement of education. Where such meetings or conferences are devoted mostly or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee’s supervisor or professional development advisor, who will verify that the licensed employee has successfully completed the
professional development requirements to the superintendent or designee, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

The superintendent or designee will develop administrative regulations, staff professional development handbooks and/or other related materials as may be necessary to implement the district’s professional development plans. Administrative regulations shall include professional development procedures and practices that incorporate plans for the district’s improvement and individual building, grade level, student and employee needs and goals.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.125
ORS 329.704
ORS 342.138(3)
ORS 342.856

OAR 581-022-0606
OAR 581-022-1720
OAR 584-018-0205
OAR 584-255-0010 to -0030

The completion of professional development requirements, as set forth in Oregon Administrative Rule (OAR) Chapter 584, Division 255 by the Teacher Standards and Practices Commission (TSPC) for licensing or license renewal, is the sole responsibility of the employee.

1. Each professional licensed staff member employed by the district shall meet the standards as stated in OAR 584-420-0030 for:
   a. Learner and Learning
      (1) Learner development;
      (2) Learning differences;
      (3) Learning environments.
   b. Content
      (1) Content knowledge;
      (2) Application of content.
   c. Instructional Practice
      (1) Assessment;
      (2) Planning for instruction;
      (3) Instructional strategies.
   d. Professional Responsibility
      (1) Professional learning and ethical practice;
      (2) Leadership and collaboration.

2. The continuing professional development of each licensed staff member shall conform to the following standards for professional development as stated in OAR 584-255-0020:
   a. Learning Communities: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility and goal alignment;
   b. Leadership: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who: develop capacity, advocate and create support systems for professional learning;
   c. Resources: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring and coordinating resources for educator learning;
   d. Data: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator and system data to plan, assess and evaluate professional learning;
e. Learning Designs: Professional learning that increases educator effectiveness and results for all students integrates theories, research and models of human learning to achieve its intended outcomes;

f. Implementation: Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long term change;

g. Outcomes: Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

3. Each employee is responsible for acquiring the number of continuing professional development units (PDUs) to meet the requirements as stated by the TSPC.

4. The district will attempt to offer as many professional development activities as recognized needs warrant and resources permit.

5. Acceptable professional development activities shall be those reviewed and approved by the employee’s supervisor or professional development advisor and for which evidence is submitted to verify completion.

6. Licensed individuals transferring to the district from other districts, including those educators hired without previous district experience, shall submit any PDUs of credit earned to their supervisor or professional development advisor for review.

7. Upon receipt of evidence from an employee, the employee’s supervisor or professional development advisor shall verify completion of the required PDUs for license renewal on the TSPC-provided Professional Educational Experience Report (PEER) form, and submit the form to the superintendent or designee.

8. The superintendent shall ensure that the required forms are submitted to the TSPC.

9. Completed TSPC, PEER forms shall be filed in the employee’s personnel file.

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Animals in District Facilities

Permission is to be obtained from the principal before animals are brought onto district property or at district sponsored events. Only service animals serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.

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

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

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

Animals serving the disabled would be an exception to this policy.

END OF POLICY

Legal Reference(s):

<table>
<thead>
<tr>
<th>Code</th>
<th>Reference</th>
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<tbody>
<tr>
<td>ORS 332.107</td>
<td>OAR 581-053-0010</td>
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<tr>
<td>ORS 659A.400</td>
<td>OAR 581-053-0230(9)(j)</td>
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<td>OAR 581-053-0330(1)(q)</td>
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<td>OAR 581-053-0531(15)</td>
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The American with Disabilities Act definition of "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

Animals in District Facilities

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: __________________________________________

2. Type of service animal (breed, age, and history): __________________________________________

3. Insurance company insuring the service animal: __________________________________________

   Attached proof of insurance: □ Received   □ Not Received

4. Agent name and address: ______________________________________________________________

5. Phone number: _______________________________________________________________________

6. Proof of current and proper vaccinations: □ Received   □ Not Received

7. Documentation of Public Access Test (PAT) (optional): □ Received   □ Not Received

8. Name of trainer or organization who administered the PAT (optional): __________________________

9. Address of trainer or organization (optional): ____________________________________________

10. Phone number of trainer or organization (optional): _______________________________________

11. List and attach any letters or other documentation from medical providers or other service providers regarding the student’s/staff’s need for the service animal: __________________________________________

   □ Received   □ Not Received

12. Has the student/staff member requesting use of the animal been trained as the animal’s handler? □ Yes   □ No

   If no, who will act as the trained handler for the animal during the school/work day? __________________________

13. Is the student/staff able to independently care for the service animal’s needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.) □ Yes   □ No

14. Describe the manner in which the service animal will meet the student’s/staff’s individual needs:

   ________________________________________________________________
Animals in District Facilities

If the animal is a service animal\(^1\), please answer the following questions:

1. Is the service animal required due to a disability? __________________________________________

2. What work or task has the service animal been trained to perform? ________________________

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

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

\(^2\) The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.
Admissions

All persons seeking admission to the district must satisfactorily meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state and federal law, Board policy and administrative regulations. All candidates for admission will be informed of admission requirements.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, place of regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a diploma.

END OF POLICY

Legal Reference(s):

ORS 327.006  ORS 339.125
ORS 336.092  ORS 339.133  OAR 581-022-0705
ORS 339.010  ORS 339.134
ORS 339.115  ORS 433.267


Cross Reference(s):

JECB - Admission of Nonresident Students
JECBD - Homeless Students
Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student’s best interest, to the district school in the attendance area in which the student is actually living or to the student’s school of origin as requested by the parent and in accordance with the student’s best interest or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will be provided to and from the student’s school of origin at the request of the parent, or in the case of an unaccompanied student, the district’s liaison for homeless students in accordance with law.

The superintendent will develop administrative regulations to implement this policy to remove barriers to access and participation by homeless students.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115(7)
ORS 339.133
ORS 433.267


Cross Reference(s):

1McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).
Definitions

1. “Enrollment” means attending classes and participating fully in school activities.

2. “School of origin” means the school that a student attended when permanently housed or the school where a student was last enrolled.

3. “Homeless student” means individuals who lack a fixed, regular and adequate nighttime residence and includes:
   a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; or are awaiting foster placement;
   b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
   c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
   d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.

4. “Unaccompanied student” includes a student not in the physical custody of a parent or guardian.

Assignment to School

The district shall, according to the student’s best interest, continue the student’s education in the school of origin for the duration of homelessness, or enroll the student in a district school in the attendance area in which the homeless student is actually living on the same basis as other district students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of the student, the district shall:

1. To the extent feasible, keep a homeless student in the school of origin, unless doing so is contrary to the wishes of the student’s parent or guardian;

2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;
3. In the case of an unaccompanied student, ensure that the district’s liaison helps in with placement or enrollment decisions for an unaccompanied student, considers the views of the student and provides a notice of the right to appeal on placement and enrollment decisions.

**Enrollment**

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other student records.

If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district’s liaison, who will help in obtaining necessary immunizations or records.

A student shall be granted enrollment even if he or she has missed application or enrollment deadlines during any period of homelessness.

**Records**

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or school district, consistent with state and federal law.

**Enrollment Disputes**

If a dispute arises over school selection, or enrollment or eligibility, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district’s decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the district’s discrimination complaint procedure McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator.

The student, parent or guardian shall be referred to the district’s liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district’s liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

**Services**

Each homeless student shall be provided services comparable to services offered to other students, including the following:

1. Transportation services;
2. Education services for which the student is eligible, such as:
   a. Title I¹;
   b. Special education;
   c. Programs for students with limited English proficiency Learners;
   d. Professional Career and technical programs education;
   e. Talented and gifted programs.

3. School nutrition programs.

Coordination

The district shall coordinate the provision of services to homeless students with local social service agencies and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues, such as transportation, or transfer of school records, and issues concerning appropriate credit for full or partial course work completed at a prior school to ensure that homeless students have access to available educational and related services.

District Liaison

The district’s liaison shall ensure that:

1. Homeless students are identified;
2. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;
3. Homeless families and students have access to and receive educational services through Head Start, Early Intervention and preschool services;
4. Homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health service and other appropriate services;
5. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;
6. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, family shelters, public libraries and soup kitchens);
7. Enrollment disputes are mediated through McKinney-Vento Act dispute resolution procedures;
8. The parents of a homeless student, or any unaccompanied student, is are fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;
9. School personnel, service providers and advocates working with homeless students and their families are informed of the liaison’s duties.

¹All homeless students are automatically eligible for Title I services, regardless of their current academic performance.
The district’s liaison shall coordinate and collaborate with the ODE state coordinator, community and school personnel responsible for the provision of educational and related services to homeless students.
Legal Names of Students

The district will not consider requests to use names other than the student’s legal name. Such requests, if honored, may be entered into the computer system so long as a cross-referencing system is established to locate the student’s records with the student’s legal name.

Legal last names will be changed by the district only upon receipt of a copy of a court order.

END OF POLICY

Legal Reference(s):

OAR 581-022-1670