

SWEET HOME SCHOOL DISTRICT #55
Sweet Home, Oregon
SCHOOL BOARD MEETING AGENDA *******REVISED**

The Board of Directors of the Sweet Home School District will hold a public hearing on the District's 2020-2021 Budget from 6:30 p.m. to 7:00 p.m. During this time the Board shall receive comments from the public on the budget. If there are no comments, the Board will proceed with the regular School Board Meeting. The public hearing will close at 7:00 p.m.

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

Sweet Home Jr. High School

June 14, 2021, 6:30 p.m.

- | | | |
|---|----------------------|-------------|
| 1. Call the meeting to order/pledge | J. Redick | Action |
| 2. Agenda approval/changes | J. Redick | Action |
| 3. Public Comments | | Information |
| 4. Student & Personnel Reports/Comments | | |
| A. Certified & Classified Representatives | Presidents | |
| B. Superintendent's Report | T. Yahraes | Information |
| 1) Enrollment | | |
| 2) Health & Safety Report | T. Yahraes/P. O'Day | |
| 3) ESSER 1 & 2 Projections | | |
| 4) Student Investment Account (SIA) | T. Yahraes/R. Stucky | |
| 5) Summer School Updates | Principals | |
| 6) LATE ITEM: Hawthorne Principal Hiring Update | | |
| 5. Consent Agenda | J. Redick | ALL Action |
| A. Approve minutes from the May 11, 2021 School Board Meeting and Budget Meeting | | |
| B. Accept donations for swim lesson fees for Sweet Home children from Nancy Shadomy, Mary Girsch and Nancy Gilmore | | |
| C. Accept resignation from Stacy Jubb, District K-6 Literacy TOSA and Holley Literacy TOSA effective June 30, 2020 | | |
| D. Accept resignation from Joanne Viner, Alternative Learning at Oak Heights Elementary effective June 30, 2021 | | |
| E. Accept resignation from Nathan Bofto PE Teacher at the Jr. High School effective June 30, 2021 | | |
| F. Approve hire of Sarah Harkin, Special Ed Teacher at Foster Elementary for the 2021-2022 school year | | |
| G. Approve hire of Leah White, Art Teacher at the High School for the 2021-2022 school year | | |
| H. Approve hire of Bailey Bronson, Social Studies Teacher at the High School for the 2021-2022 school year | | |
| I. Approve hire of Kaitlyn Tesdal, 6 th Grade Teacher at Hawthorne Elementary for the 2021-2022 school year | | |
| J. Approve hire of Marissa Ziemer, 3 rd Grade Teacher at Foster Elementary for the 2021-2022 school year | | |
| K. Approve hire of Shayna Kennedy, Intermediate Teacher at Oak Heights for the 2021-2022 school year | | |
| L. Approve hire of Hope Fears, Language Arts Teacher at the Jr. High School for the 2021-2022 school year | | |
| M. Approve hire of Lisa Collins, Extended School Year Special Ed Teacher from June 28, 2021 – July 15, 2021 | | |
| N. Approve contract with SYSCO Portland based on approval of the renewal of OCNC RFP #53017 for the 2021-2022 school year | | |
| O. Accept Resignation from Samantha Russo, 3 rd Grade Teacher at Hawthorne Elementary effective June 30, 2021 | | |
| P. Accept Resignation from Tom Yahraes, Superintendent of Sweet Home School District effective August 13, 2021 | | |

- Q. **LATE ITEM:** Declare as surplus from Transportation? Bus #44, 2001 Bluebird Transit 78 Passenger, Bus #13 1999 Bluebird Transit 42 Passenger, Bus #64 2002 International Conventional 77 Passenger, Bus #68 2002 International Conventional 77 Passenger, Maintenance Van #163 1989 GMC utility work van, Maintenance Van #162 1985 Ford Econoline Utility Work Van, Maintenance GMC Vandura Bucket Van
- R. **LATE ITEM:** Approve hire of Maggie Collins-Bearisto, Math/Science teacher at the Jr. High for the 2021-2022 school year
- S. **LATE ITEM:** Approve hire of Tyler Sondelski, PE Teacher at Hawthorne Elementary for the 2021-2022 school year
- T. **LATE ITEM:** Approve hire of Aaron Huff, High School Vice Principal for the 2021-2022 school year
- U. **LATE ITEM:** Approve resignation of Elizabeth Hunt, English teacher at the Sweet Home High School effective June 30, 2021
- V. **LATE ITEM:** Approve resignation of Kristy McPeak, Counselor at Foster Elementary effective June 30, 2021
- W. **LATE ITEM:** Approve resignation of Rachel Stucky, Chief Academic Officer for the School District effective June 30, 2021
- X. **LATE ITEM:** Approve resignation of Chris Kimber, 1st grade teacher at Foster Elementary effective June 30, 2021
6. Information/Discussion ALL Information
- A. Budget Update K. Strong
- B. Facility Report J. Darwood
- C. 2021-2022 Budget Update K. Strong
- D. OSBA Superintendent Search Presentation Steve Kelley, OSBA
- E. Board Policy Updates- 2nd reading
CBA- Qualifications and Duties of the Superintendent
IIBGA – Electronic Communications Systems
IIBGA -AR – Electronic Communications Systems
7. Action Items J. Redick Action
- A. **Resolution #05-2021** Close Public Hearing & Approve to adopt the 2021-2022 Budget, make appropriations and impose and categorize taxes (should be close to 7:00 p.m.)
- B. **Resolution #06-2021** Adopt the budget adjustments for the 2021-2022 fiscal year: (1) Increase the Special Revenue Instruction Fund budget by \$1,527,500 from \$1,554,123 to \$3,081,623 to reflect moving the Student Activity Fund and the JOSAI Fund into the Special Revenue Fund. (2) Increase the Special Revenue Fund Support Services budget by \$86,120 from \$3,149,773 to \$3,235,893 to reflect moving the Early Retirement Liability Fund into Special Revenue Fund.
- C. Certify May 18, 2021 Election Results
- D. Declare Board Vacancies #3 Foster and #6 Crawfordsville
- E. Declare Superintendent Vacancy Notice
- F. Approve OSBA Search Agreement for Service
- G. **LATE ITEM:** Approve Superintendent Calendar
8. Board Comments Information
9. Late Items
10. Future Agenda Items J. Redick ALL Information
- A. **LATE ADDITION: Special Board Meeting June 28, 2021 at 6:30 p.m. in the Board Room**
- B. OSBA Virtual Summer Conference, July 9, 2021
- B. Next Board Officers Meeting July 12, 2021 at 3:30 p.m. ZOOM meeting
- C. Next Board Meeting July 19, 2021 at 6:30 p.m. in DO Board Room
11. Adjournment J. Redick Action

Hawthorne Principal Hiring Update

June, 2021

- The administrative position was posted on Friday, June 4th and is scheduled to close on Friday, June 18.
- Community input regarding qualified candidates is essential to the process. A Hawthorne community and staff survey has been open for feedback since last Tuesday.
- A screening committee will review all submitted applications later this week and make interview recommendations for the superintendent's consideration.
- Interviews are scheduled to take place on June 23.
- Second interviews and reference checks are scheduled for June 24.
- The District anticipates naming a new principal for Hawthorne by Friday, June 25.

Surplus Items from Transportation

Bus #44
2001 Bluebird Transit 78 Passenger
Mileage: 191,917.1

Bus #13
1999 Bluebird Transit 42 Passenger
Mileage: 178,690.1

Bus #64
2002 International Conventional 77 Passenger
Mileage: 200,790.3

Bus #68
2002 International Conventional 77 Passenger
Mileage: 164,183.5

Maintenance Van # 163
1989 GMC utility work van.
Mileage: 127,564

Maintenance Van #162
1985 Ford Econoline Utility Work Van
Mileage: 129,798

Maintenance
GMC VANDURA Bucket Van White
Mileage: 83,438.5

Dodge Van from Sunshine

RECOMMENDATION TO HIRE

CANDIDATE NAME: Maggi Collins-BeairstoPOSITION: Math/ScienceJOB #: 19-2122DATE: 6/9/21BUILDING: JR. HighADMINISTRATOR: M. Leoney

Does this candidate hold a current Oregon License?

yes ☒ no ☐

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

yes ☐ no ☐

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

yes ☐ no ☐Type of Endorsement: Ag/Ag Science / CTE

Have three reference checks been completed?

yes ☒ no ☐Effective Date: 6/9/21

Other Information:

Office use only:

Superintendent review date: _____

Board approval date: _____

CANDIDATE NAME: Tyler Sondelski

POSITION: PK Teacher

JOB #: 25-2122

DATE: 6/14/2021

BUILDING: Hautman

ADMINISTRATOR: Barbi Riggs

yes		no	
yes		no	
yes		no	


yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>
yes	<input type="checkbox"/>	no	<input type="checkbox"/>

yes ☐ no ☐

prelim/wt / reciprocal or
PE/HeckA. yes ☒ no ☐

yes ☒ no ☐

Effective Date: 6/14/2021



6/14/2025

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Aaron Huff

POSITION: H.S. Vice Principal

JOB #: 5-2122

DATE: 11 June '21

BUILDING: SHHS

ADMINISTRATOR: Ralph Brown

Does this candidate hold a current Oregon License?

yes

☐

no

☒

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

yes

☒

no

☐

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

yes

☒

no

☐

Type of Endorsement:

Principal K-12, Spanish K-12, History 6-12

Have three reference checks been completed?

yes

☒

no

☐

Effective Date:

11 June '21

Other Information:

Office use only:

Superintendent review date:

Board approval date:

[Signature]

6/14/2021

June 10, 2021

Ralph Brown

Principal, Sweet Home High School



Dear Mr. Brown,

Please accept this letter as my formal resignation from my position as high school English teacher at Sweet Home High school at the end of the 2020-2021 school year.

I have loved my experience here the last six years, and I have learned so much from my amazing colleagues here. I am proud of this school and the work we accomplish here—SHHS is a resilient bunch of educators, and I leave with a heavy heart. I will miss my team and my students deeply; I know I wouldn't be the same teacher without having met them.

Thank you for your mentorship and for giving me the opportunity to chase my passion for teaching. I wish our Sweet Home family all of the best in the future.

Sincerely,

Elizabeth Hunt



Fwd: Letter of Resignation

1 message

Luke Augsburger <luke.augsburger@sweethome.k12.or.us>
To: Julie Emmert <julie.emmert@sweethome.k12.or.us>

Fri, Jun 11, 2021 at 10:34 AM

----- Forwarded message -----

From: **Kristy McPeak** <kristy.mcpeak@sweethome.k12.or.us>
Date: Fri, Jun 11, 2021 at 10:00 AM
Subject: Letter of Resignation
To: Luke Augsburger <luke.augsburger@sweethome.k12.or.us>
Cc: Thad Holub <thad.holub@sweethome.k12.or.us>

June 11, 2021

Luke Augsburger
Principal
Foster Elementary
5526 Poplar St.
Sweet Home, OR 97386

Dear Mr. Augsburger, Superintendent Yahraes, and School Board Members,

Please accept my formal resignation from my position as School Counselor at Foster Elementary for the 2021-22 school year.

I have been so grateful for my time at Foster the past 4 years. I have had the unmatched opportunity to work with some of the kindest, dedicated, and most resilient students, families, community members and school faculty out there. Sweet Home truly is a special place!

I wish you all the very best. If I can be of any assistance to you in helping with the transition, please let me know.

Sincerely,

Kristy McPeak

June 11, 2021

Dear Sweet Home School District Board of Directors,

Please accept my resignation as Chief Academic Officer for the Sweet Home School District, effective June 30, 2021. It has been a privilege to serve the staff and students of the Sweet Home community. I am very proud of the collective efforts of District staff and the incredible results that have happened over the last five years.

Thank you for five outstanding years working here in the Sweet Home School District.

Sincerely,



Rachel Stucky

5X

6/30/2021

1920 Long Street
Sweet Home, OR 97386

Dear Sweet Home School District,

It is with deep sadness that I must tender my resignation for the 21/22 School Year. It has been a great and wondrous learning experience serving the community of Sweet Home and I wish the best for all those serving and being served by all staff, district wide. I will miss and cherish all the experiences that have crafted me into the educator I am today.

For a deeper understanding of my decision, I would like to address the reason for my departure. We will be moving to Minnesota at the end of summer to be closer to family. Accepting a position out of state has been a difficult, but necessary choice, in regard to my family going forward. We love the Pacific Northwest and will miss it greatly.

Finally, I will continue to work hard throughout the coming days and ensure that my students receive the utmost care and attention in relation to completing their Elementary career. Furthermore, I will uphold my commitment to serve Oak Heights' Summer School Program, before our move. If you have any questions, please contact me by phone: 503-380-1073, or email: chrisjkimber@yahoo.com Thank you for everything.

Take Care,

Chris Kimber



Agreement for Service

1. The Oregon School Boards Association (OSBA) agrees to provide **assistance in the selection of an interim superintendent** to the **Sweet Home School District**.
The Association will provide the following services:
 - a. Development of the executive search calendar.
 - b. Facilitate meetings with board, staff and community groups.
 - c. Preparation of a position vacancy notice.
 - d. Preparation and distribution of a position vacancy notice and brochure and advertisement nationwide.
 - e. Assist the district in managing candidate information which may include accepting applications; screening applications; planning interviews, including scheduling candidates and providing board member with guidelines for interviews and reference checks; and keeping applicants informed of their status during the search process.
2. The **Sweet Home School District** will pay the cost of services as follows:

Professional Time	\$120/hour
Clerical Services	\$32/hour
Travel Time	\$60/hour
Mileage (calculated from the OSBA office in Salem)	IRS Rate
Meals, lodging and other expenses	Actual Cost
Advertise on OSBA website and email distribution of electronic flyer	\$1000
Additional Advertising as approved by the board	Actual Cost

Total invoiced expenses shall not exceed \$3,400.00 unless approved in advance by the **Sweet Home School District**.

3. If our fees increase, OSBA will notify you in writing thirty (30) days prior to the increase in fees charged pursuant to this agreement.
4. Cancellation less than 24 hours prior to an in-person meeting:
 - a. if cancellation is within twenty-four (24) hours of the scheduled in person meeting, then the **Sweet Home School District** is responsible for any expenses the Association has incurred (e.g. mileage, lodging, meals and other travel related costs including any cancellation fees).
5. The **Sweet Home School District** will be invoiced when the interim superintendent search is completed.
6. This Agreement shall be effective on the day it is signed by both parties and shall terminate upon completion of services; or on the date the district ceases to be a member of the Oregon School Boards Association; or upon nonpayment of invoiced services.
7. The **Sweet Home School District** may terminate this agreement at any time by providing written notice to the Oregon School Boards Association. The **Sweet Home School District** will remain responsible for payment for any services incurred up to the time the written notice is received by the Association, but the **Sweet Home School District** will not be responsible for any costs incurred after receipt of the written notice terminating this agreement.

Sweet Home School District

Oregon School Boards Association

Signature: _____

Signature: _____

Title: _____

Title: Director of Board Development and Executive Searches

Date: _____

Date: June 10, 2021

Sweet Home S. D.

Proposed Superintendent Search Calendar - FULL

DATE	BOARD	CONSULTANT
June 14*	<ul style="list-style-type: none"> • Discuss superintendent search options • Selection of OSBA to provide search services • Declare vacancy • Approve executive search process calendar • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Facilitate conversation on search options, if needed. • Facilitate board approval of search calendar • Facilitate conversation on screening committee and salary range
June 16		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
June 16		<ul style="list-style-type: none"> • Begin accepting applications
June 15 - 24	Online survey available for qualities and qualifications input	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications
June 28	<ul style="list-style-type: none"> • Discuss and adopt desired qualities and qualifications • Select screening committee members <i>Regular public meeting</i>	<ul style="list-style-type: none"> • Review online process for Q&Qs Present public input report to board
June 16 – July 14	Four weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
July 14		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
July 19*	<ul style="list-style-type: none"> • Attend screening committee training • Review list of candidates • Establish contract parameters <i>Special public meeting/executive session</i>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline

July 20-25	<ul style="list-style-type: none"> • Screen applications and submit rankings 	<ul style="list-style-type: none"> • Assist with ranking process as needed
July 26*	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Present screening committee/board ranking results; facilitate board's selection of candidates to interview • Train board on interview procedures • Train board on proper internet & social media check protocols • Provide interview questions for review and facilitate consensus on interview questions
July 27 - 31	<ul style="list-style-type: none"> • Conduct internet & social media checks on upcoming interviewees 	<ul style="list-style-type: none"> • Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
Aug 1-4*	<ul style="list-style-type: none"> • Debrief internet & social media results • Conduct interviews (Virtually) • Select finalists • Reference checks/site visit training <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks
Aug 5 – 9 (15)	<ul style="list-style-type: none"> • Send disclosure release form to finalists' last three education providers (ORS 339.370-339.378) • Conduct in-depth reference checks and site visits 	<ul style="list-style-type: none"> • Schedule finalists' interviews • Assist with reference checking as needed
Aug 10 (16)	<ul style="list-style-type: none"> • Hold finalists forum/"Day in the Community" • Debrief reference checks • Conduct final interviews <p><i>Special public meeting/Executive session</i></p>	<ul style="list-style-type: none"> • Develop finalist forum schedule, if needed • Moderate community Q&A as needed • Attend final interview and facilitate consensus on "first choice" candidate
Aug 11 – 15 (17-22)	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
Aug 16 (23)	<ul style="list-style-type: none"> • Vote to hire candidate/approve contract in open public meeting • Announce selection <p><i>Special public meeting</i></p>	<ul style="list-style-type: none"> • Develop press release, if needed
T. B. D.	<ul style="list-style-type: none"> • Create transition plan for new superintendent and board 	<ul style="list-style-type: none"> • Meets with the new superintendent & board to create transition plan
T. B. D.	<ul style="list-style-type: none"> • New executive begins 	

* Consultant is in attendance (may be virtually).

Sweet Home School District Enrollment
As of: May 3rd, 2021

As of Date:	9/25/20	10/30/20	12/4/20	12/18/20	1/29/21	2/26/21	4/2/21	5/3/21	5/28/21		
K	126	121	125	125	125	128	132	134	135		
1	176	172	167	165	167	168	172	175	174		
2	140	134	135	137	141	144	143	143	145		
3	158	160	154	153	158	177	178	179	176		
4	174	170	169	171	174	159	161	162	164		
5	186	181	178	178	177	179	181	182	183		
6	164	163	164	165	167	170	170	170	169		
7	182	177	174	173	176	177	176	176	174		
8	164	162	160	159	163	168	166	168	168		
9	189	181	182	182	186	189	190	193	194		
10	153	151	154	154	157	155	156	161	159		
11	186	187	187	188	188	191	191	191	193		
12	156	152	150	151	152	154	157	137	135		
Total	2154	2111	2099	2101	2131	2159	2173	2171	2169	0	0
As of Date:	9/25/20	10/30/20	12/4/20	12/18/20	1/29/21	2/26/21	4/2/21	5/3/21	5/28/21	1/0/00	1/0/00
Foster	317	303	300	303	309	308	309	311	312		
Hawthorne	303	300	290	286	293	300	302	303	301		
Holley	136	135	133	135	132	136	143	144	148		
Oak Heights	235	230	235	236	240	248	249	252	250		
Charter	133	133	134	134	135	133	134	135	135		
Junior High	346	339	334	332	339	345	342	344	342		
High School*	684	671	673	675	683	689	694	682	681		
P.G.S.**	0	0	0	0	0	0	0	0	0		
Expanded Op	0	0	0	0	0	0	0	0	0		
Total	2154	2111	2099	2101	2131	2159	2173	2171	2169	0	0

**Post Graduate Scholars

Enrollment includes 14 GED students as of 5/28/2021

SWEET HOME SCHOOL DISTRICT ENROLLMENT																	
As of: May 28, 2021																	
GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	5/28/2021 20-21 Total	5/29/2020 19-20 Total	5/31/2019 18-19 Total	6/1/2018 17-18 Total
			23														
FO	18	13	10	22	25	24	22							312	338	337	323
	18	25	22	26	26	25	22										
Rolph/Pals				2	1	2	3	8									
McMahand	0	2	2	0	2	0	0	6									
HA	17	16	17	35		28	23							301	361	346	348
	16	29	19	19	23	25	21										
					42												
Gleaves/Pals	1	7	0	0	0			8									
Collins/Pals				1	1	2	1	5									
HO	18	21	18	20	31	8	26		34					148	155	147	157
					0	6											
						6											
OH	17	20	17	14	34	26	25							250	268	289	305
	13	21	19	17	0	15	8										
							23										
Opt. Rm	0	0	0	0	1	1	2	4									
CHARTER	17	20	21	20	20	21	16							135	139	136	124
JR. HIGH								174	168					342	351	347	334
HIGH SCHOOL:																	
P.G.S.*										194	159	193	135	681	657	660	651
A.C.T.														0	0	0	2
SHO 2.0														0	0	0	0
														0	0	0	0
GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12				
TOTAL	135	174	145	176	164	183	169	174	168	194	159	193	135	2169	2269	2262	2244
w/o ACT														2169	2269	2262	2244

4B1

GRADE	classes	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL			
FO															312	338	337	323
	18	13	10	22	25	25	24	22										
	18	25	22	26	26	26	25	22										
PALS																		
OP Room		2	2	0	2	1	2	3										
T. FO	36	40	34	50	54	54	51	47										
HA															301	361	346	348
	17	16	17	35	0	0	28	23										
	16	29	19	19	23	23	25	21										
(Pals)	1	7	0	1	1	1	2	1										
T. HA	34	52	36	55	24	24	55	45										
HO	18	21	18	20	31	31	14	26							148	155	147	157
OH	17	20	17	14	34	34	26	25							250	268	289	305
	13	21	19	17	0	0	15	8										
OP. Rm	0	0	0	0	1	1	1	2										
T. OH	30	41	36	31	35	35	42	35										
T. Charter	17	20	21	20	20	20	21	16							135	139	136	124
	0	0			0	0	0											
	17	20	21	20	20	20	21	16										
TOTAL K - 6 STUDENTS															1146	1261	1255	1257
JR. HIGH									174	168					342	351	347	334
HIGH SCHOOL											194	159	193	135	681	657	660	651
P.G.S.*															0	0	0	2
A.C.T.															0	0	0	0
GRADE K	1	2	3	4	5	6	7	8	9	10	11	12						
TOTAL	135	174	145	176	164	169	183	169	174	168	194	159	193	135	2169	2269	2262	2244
5/28/2020	184	166	165	185	195	195	171	195	171	180	159	181	152	165	2269			
5/31/2019	163	175	177	192	176	185	185	187	191	156	194	148	176	142	2262			
5/29/2020	184	166	165	185	195	195	171	195	171	180	159	181	152	165	2269			

Metrics for Returning to In-Person Instruction Through the On-Site or Hybrid Model



In accordance with Governor Brown's Executive Order 21-06, the following table is required mandatory guidance for public schools, school districts, public charter schools, and education service districts. It is advisory for private schools.

Small Counties = Less than 15,000 Medium Counties = 15,000-29,999 Large Counties = 30,000 or more

Public School Instructional Model Requirements and Options <i>Public schools must provide a CDL option for students and families that choose to remain off-site.</i>	County Case Rate <i>Per 100,000 people over 14 days in large counties</i>	County Case Count <i>Over 14 days for small and medium counties</i>	County Test Positivity <i>Over 14 days for medium and large counties</i>
Public K-12 schools <i>must</i> offer an On-Site or Hybrid option	<200.0	<60	<10.0%
Public Elementary schools <i>must</i> offer an On-Site or Hybrid option <i>*Public middle and high schools are not required to initially open to in-person instruction and may limit to CDL only as needed to address any current transmission within a school.</i>	200.0 to ≤350.0	60 to ≤90	≤10.0%
Public schools <i>may</i> limit to Comprehensive Distance Learning (CDL) <i>*K-12 public schools are not required to initially open to in-person instruction and may limit to CDL exclusively if needed to address any current transmission within a school.</i>	>350.0	>90	>10.0%
<p><i>*Schools should not reduce in-person instruction or revert to CDL based on county metrics if the school can demonstrate the ability to limit transmission in the school environment. When county trends increase to a new tier on this chart (green-to-yellow or yellow-to-red), pausing expansion of additional in-person learning and maintaining access to current in-person learning for schools that have it in place is recommended.</i></p> <p><i>If schools have met the requirements and begun operating, and then metrics move to a more restrictive threshold (yellow or red), schools are not required to shift from operating with 3 feet of physical distance to 6 feet of physical distance.</i></p> <p><i>A Local Public Health Authority (LPHA), in partnership with the school and district leadership, may call for a shift in physical distancing requirements, including in response to an outbreak or transmission¹ within the school.</i></p>			

Note: If the applicable metrics place a county in different rows of this table, the more restrictive operating status is indicated and advised. For example, if a large county has a case rate of 185 and test positivity of 15% - CDL is indicated and advised unless already operating in-person.

¹ What constitutes transmission in a school is an LPHA decision. As a general guide to monitor limited introduction or spread an LPHA can look for at least three cases with likely in school transmission over the prior 4 weeks.

4B2

Benton	Target†	05/09/2021 - 05/22/2021	114	120.4	3.0%
		05/16/2021 - 05/29/2021	63	66.6	2.0%
		05/23/2021 - 06/05/2021	54	57.0	1.9%
Lincoln	Target†	05/09/2021 - 05/22/2021	24	49.7	1.7%
		05/16/2021 - 05/29/2021	11	22.8	1.5%
		05/23/2021 - 06/05/2021	11	22.8	1.7%
Linn	Target†	05/09/2021 - 05/22/2021	393	308.7	6.8%
		05/16/2021 - 05/29/2021	322	252.9	6.6%
		05/23/2021 - 06/05/2021	211	165.7	6.1%

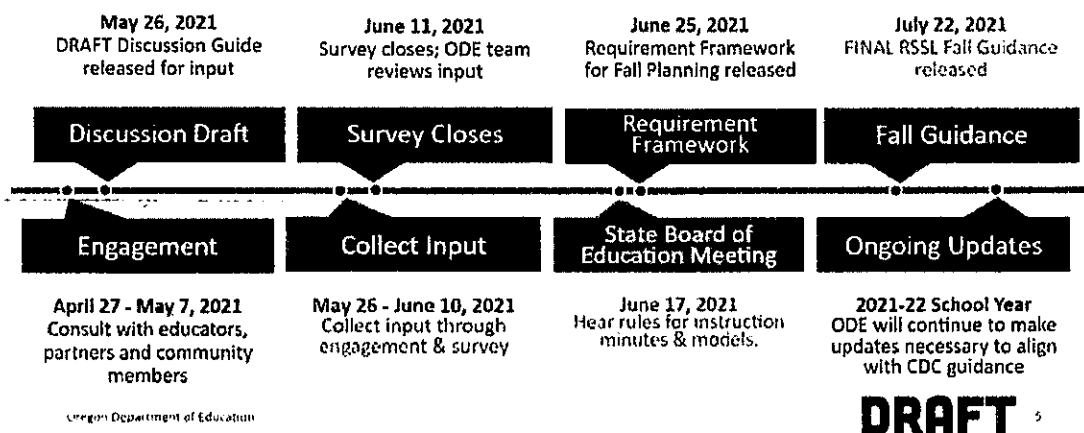
For % vaccinated, Benton County is at 70%, Lincoln Co is 67.5%, and Linn Co is 52.3%.

In regards to RSSL and this next school year, please see the graphic below for a timeline on what to expect. They have been able to bump the dates up a little bit since they originally talked about it.

6/9/2021

Sweethome.k12.or.us Mail - Metrics/RSSL

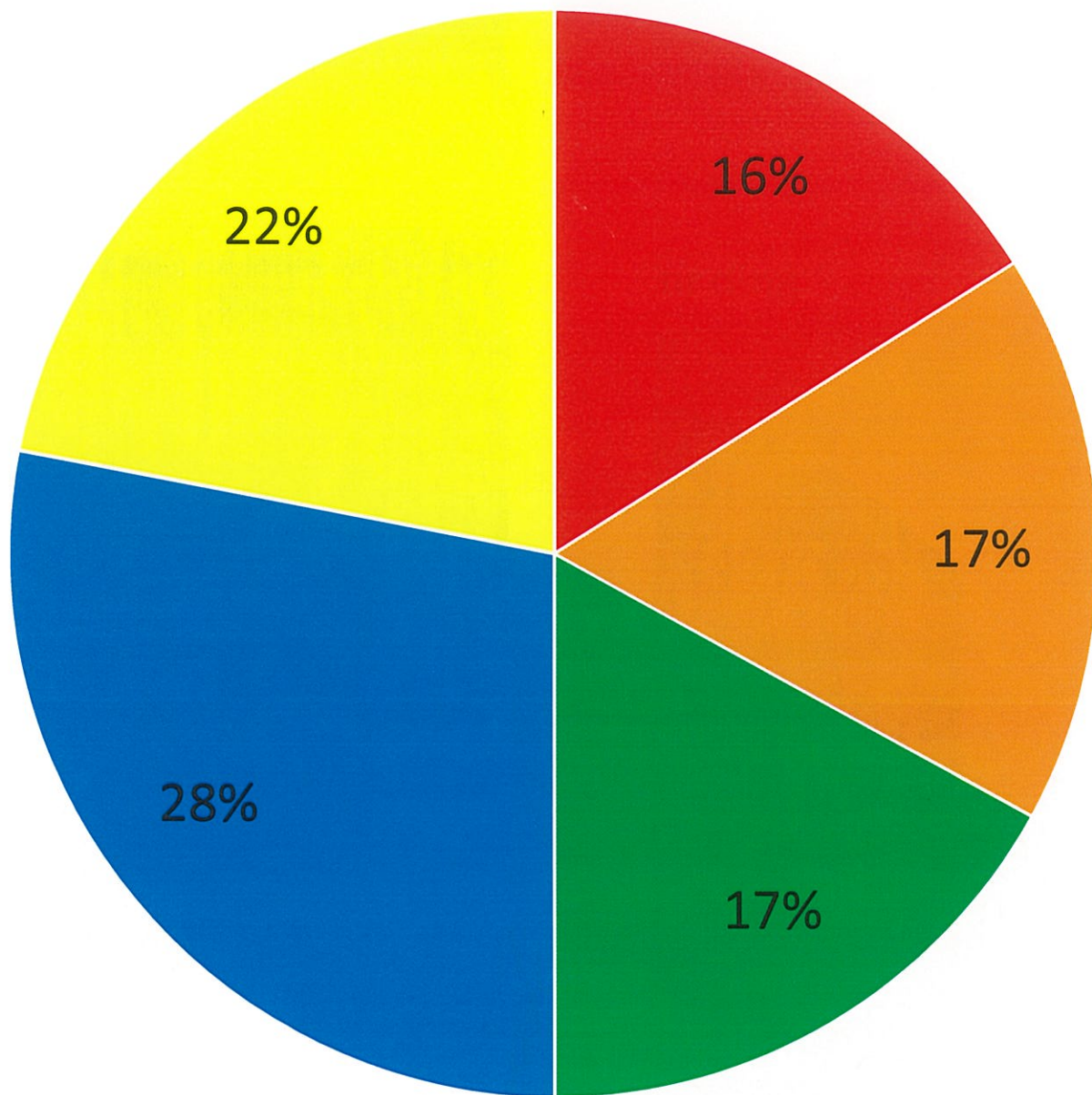
Roadmap to Final RSSL Guidance



ESSER II and III Funding

\$6,021,899

4B3



	Addressing Learning Loss
	Technology work station upgrades for staff and students
	Virtual Programming Expansion
	Curriculum and Instruction
	Shock Absorber/Facilities Improvements

SIA Status Update

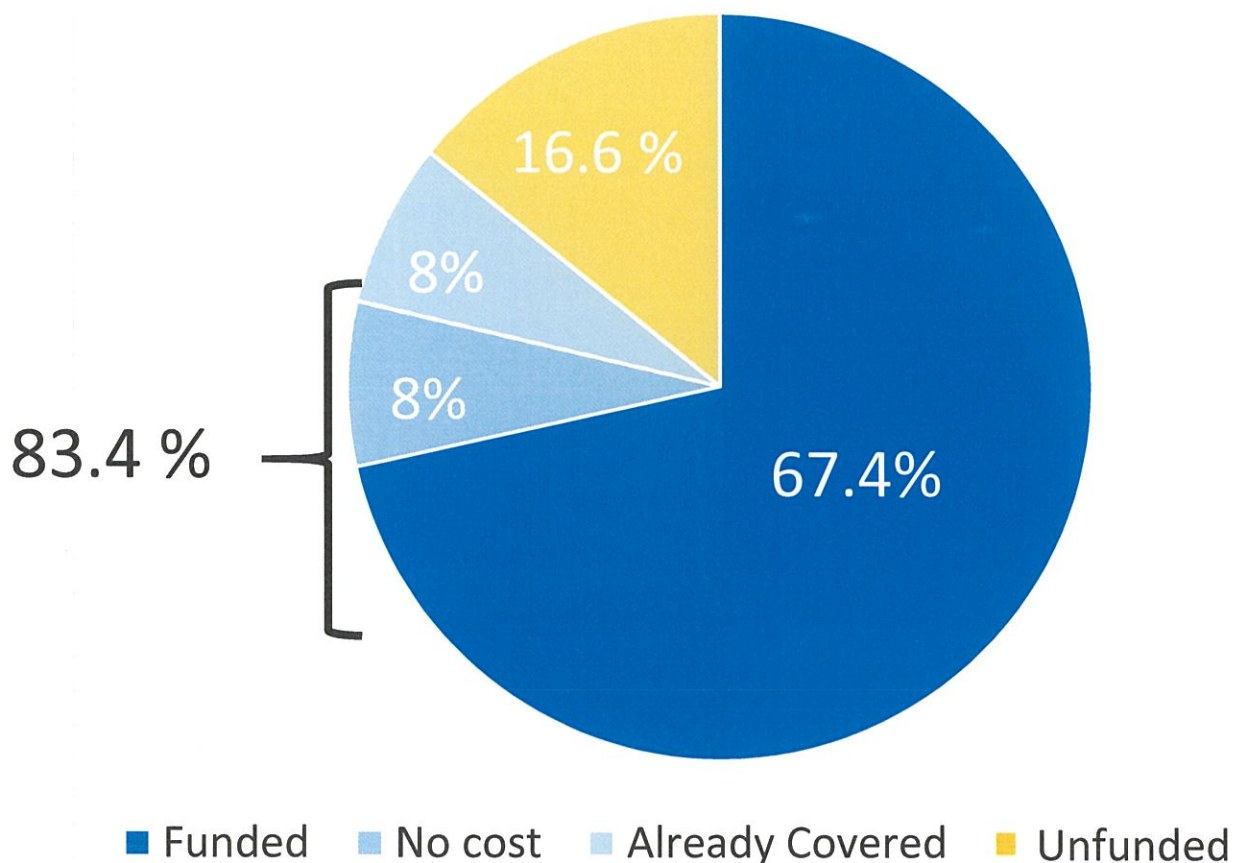
June, 2021

SIA Allowable Use	Description/Activity	20-21 Status	21-22 Status	And Beyond
Health and Safety Approximately 48% of budget	Behavioral Facilitator	Complete	Continue	Continue
	Additional Opportunity Room	Complete	Continue	Continue
	Increase Nurse Services	Cut due to decrease in funding	Will be implemented, .50,	Continue
	Increase Mental Health Services	Applied to counselor at Holley	Will be implemented at high school with K-12 assistance	Continue
	Secondary student liaisons	Cut due to decrease in funding	Will be implemented	Continue
	Alternative Education Ed Options	Applied to current Odysseyware program	TBD	TBD
	Facility modifications for Alt. Ed, Sp. Ed, Social emotional learning (SEL)	Applied to JH Life skills classroom	Project completed—future funding will help pay for music teachers	Future funding will help pay for music teachers
	Part-time Homeless/community liaison	Cut due to decrease in funding	Will be implemented	Continue
	Professional Development for staff/parents	Cut due to decrease in funding	Will be implemented through mini-grant process	Continue
	Mini grants—laundry access, food pantry, etc	Covid supplies	Will be implemented	Continue, but may lessen over time
Reducing Class Size Approximately 28% of budget Well-Rounded Education Approximately 22% of budget	Class Size overload	Cut due to decrease in funding	1.5 FTE set aside, .50 FTE for K-6 PE	Continue
	Licensed Special Education	Applied to one OR teacher	Will be implemented at high school	Continue
	Additional Assistants, K-6	Cut due to decrease in funding	Will be implemented	Continue
	Math and English Teachers at the Junior High	Applied to one teacher salary	Will be implemented at JH	Continue
	2 Music Teachers, K-6	Cut due to decrease in funding	Will be implemented December of '21	Continue
	'Pay to Play', grades 7-12	Cut due to decrease in funding	Will be implemented	Continue
	Music Program Development (instruments, books)	Cut due to decrease in funding	Will be implemented, using 1-time ESSER funds—future funding will help pay for music teachers	future funding will help pay for music teachers
	Mini grants—artist in residence, career fair, field trips, K-6 clubs, staff training	Cut due to decrease in funding	Will be implemented	Continue
	Part-Time Technology Specialist	Michelle	Continue	Continue
	Transportation for students outside of student contact day	Cut due to decrease in funding	Will be implemented	Continue
Increasing Instructional Time 3% of budget	Expanded summer school/before/after school	Cut due to decrease in funding	Will be implemented	Continue
	Transportation for summer school/before/after school	Cut due to decrease in funding	Will be implemented	Continue

SIA Actions by the Numbers

- 60 suggested actions remained after analysis
- 83.4% of these being funded/addressed/covered
- Just over 8% of suggested actions are already in place and are continuing
- Just over 8% of suggested actions are either no cost or can be covered through other grants

SIA Funding Based on Suggestions



SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

5A

Virtual meeting as per ORS 192-670 - Zoom Meeting with Administrators
Live board meeting was posted on the Sweet Home District website

*Board Chairman Jason Redick called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. on May 10, 2021.*

Board Members in Attendance Debra Brown, Dale Keene, Mike Reynolds, Jenny Daniels, Jason Redick, Jim Gourley, Chanz Keeney, Joseph Kennedy Absent: Jason Van Eck

Staff Members in Attendance

Superintendent: Tom Yahraes; Administrators: Rachel Stucky, Colleen Henry, Kevin Strong, Thad Holub, Josh Darwood, Ralph Brown, Terry Martin, Luke Augsburger, Barbi Riggs, Todd Barrett, Terry Martin; Certified: Elizabeth Hunt; Classified: Velma Canfield; Board Recording Secretary: Julie Emmert

Other Attendance:

2. ESPY Awards

Every month two students are selected from each school and presented with an ESPY Award at the Board Meeting. The award is presented to students who are doing well academically and have an exceptionally positive attitude about school. They demonstrate respect and responsibility towards staff and their peers. They show courage by not conforming to peer pressure and refuse to accept anyone who bullies. Selections for the month of April are: SH High School –Maren Weld, Eddie Martinez-Maya SH Jr. High School – Benjamin Perry, Katriona Harris, Joshua Aker, Tiara Reynolds; Foster School – Aiden Sweek; Hawthorne School Kitana Waterman, Keiron Steadman; Holley School – Malena Vinoya, Cassidy Parker; Oak Heights School – Isabella Martinez, Maddie Hegge; Charter School – Jameson Henry, Hannah Nicholson. Congratulations to all of this month's ESPY Award winners!

All year ESPY winner of the Chromebook was Hannah McCluskey at the Jr. High

3. Agenda Approval/Changes

Chairman Redick called for changes and/or approval of the agenda.

Motion No. 21-14: *Board Member Jim Gourley moved to approve the revised agenda as presented. Board Member Mike Reynolds seconded the motion.* Debra Brown, Dale Keene, Mike Reynolds, Jenny Daniels, Jim Gourley, Jason Redick, Chanz Keeney, and Joseph Kennedy Absent: Jason Van Eck ***The motion passed unanimously.***

4. Public Comments: NONE

5. Student & Personnel Reports/Comments

A. Certified & Classified Representatives – NONE

B. Superintendent's Report – Superintendent Tom Yahraes shared the following:

1. Enrollment: The enrollment is steady. About the same as last month.
2. Health and Safety Report: Shared Metrics for Returning to in-person instruction through the on-site or hybrid model. If schools have met the requirements and begun operating, and then metrics move to a more restrictive threshold, schools are not required to shift from operating with 3 feet of physical distance to 6 feet of physical distance. Also shared weekly monitoring rates. Superintendent Yahraes reported that the county has moved to extreme risk. Linn County numbers jumped about a 100 from last month. As of today:

- We have approx. 54 students quarantined
- 10 of those are positive cases
- Most of these students will all be back by the end of this week. We have maybe 8-10 that will not be back until next week. All of our positive cases were exposed outside of the school district via community exposure
- We have had no new cases since last week
- We are continuing to watching for major symptoms at school, which include, cough, fever, difficulty breathing and loss of taste and smell
- Our schools are doing a great job with the covid protocols

3. Two Themes for Back to In-person: Our schools are back to 5 days a week, full days for grades K-6, and modified days for grades 7-12. Each principal presented slides via Zoom and talk about their schools.

6. Consent Agenda

- Approved minutes from the April 12, 2021 School Board Meeting
- Approved temporary hire of Robbie Ellis, Science Teacher at the Jr. High effective April 26, 2021
- Approved hire of Leslie Curran, Title 1 Teacher at Foster Elementary for the 2021-2022 school year
- Accepted resignation of Linda Luu, Grade 3 Teacher at Foster Elementary effective June 30, 2021
- Accepted resignation of Skyler Bascom, Counselor at the Jr. High school effective June 30, 2021
- Accepted fulltime retirement of Jim Kistner, Re-engagement Specialist at the High School effective June 18, 2021
- Approved leave of absence for Theo White, Special Ed Teacher at the High School for the 2021-2022 school year
- Approved hire of Brittany Brownell, Grade 2 Teacher at Foster Elementary for the 2021-2022 school year
- Accepted resignation of Dustin Nichol, Tech Ed Teacher at the Sweet Home High School effective June 18, 2021

Motion No. 21-15: *Board Member Jim Gourley moved to approve the consent agenda as presented. Board Member Mike Reynolds seconded the motion.* Debra Brown, - Dale Keene, Mike Reynolds, Jenny Daniels, Jim Gourley, Jason Redick, Joseph Kennedy, Chanz Keeney Absent: Jason Van Eck ***The motion passed unanimously.***

7. Information/Discussion

A. Budget Update/Safety Information:

Budget: Kevin Strong shared general fund spending compared to adopted budget and year to date spending last year. Sub and other labored areas from last year.

Safety: There were five recordable incidents in April: A staff member rolled an ankle while waking in parking lot; staff member was injured when hit by a student; a staff member injured arm attributed to delivering meals to classrooms; staff member tripped and sprained ankle; staff member punctured thigh when she ran into scissors she had left on a shelf.

- Facilities Update:** Josh Darwood gave a facilities update on the Jr. High. Lockers are ordered and bleachers are on their way. Josh is working with the City on property lines.

C. Board Policy Updates

CBA- Qualifications and Duties of the Superintendent

IIBGA – Electronic Communications Systems

IIBGA -AR – Electronic Communications Systems

D. Summer school structure and goals: Rachel reported on:

- Health and Safety – Ready Schools, Safe Learners (RSSL) protocol applies
- Schooling Loss Focus – Emotional reengagement with peers and school staff, Traditional and extracurricular learning, Open to all students-first come first serve, 20 or more days of summer programming, setting everyone up for a successful fall, 2021
- An Application Process- all six schools, allocated budget, student recruitment and registration, transportation and meals provided, assessments required, student incentive required
- Calendar
- Funding – Elementary and secondary schools emergency relief, ODE summer school grant funds
- Looking Toward the Future – Continuously offer summer school and other learning enrichment programming

E. Technology and instruction virtual and regular programing: Colleen Henry gave report:

- District Goal is to provide a learning atmosphere that prepares students for an ever-changing world.
- Snapshot of our ever-changing world- Digital innovation
- Gradual Shift of digital innovation
- Digital Innovation + COVID
- Pillar IV: Safe and Welcoming Facilities and Services
- Classroom infrastructure: Increased our network bandwidth, added phones to classrooms, increased our qty of student devices, added 110 mobile hotspots for student use at home, updated teacher workstations
- Content and Curriculum: Adopted Canvas LMS
- 2020-2021: a year of BIG growth
- As we embrace the return to in-person learning. We have plans already in development for 2021-22- Connecting with families regarding expanded learning options, assembling a committee to update our tech plan to include a modernized 1:1 learning framework, working with building admin to develop tech PD schedules at each school, finalizing virtual program options at JH/HS next year
- We are purchasing tools that can make new high-level learning experiences possible, yet it is in the hands of our great teachers to make that impact
- Building the Modern Learning Environment, pillar IV of SHSD Strategic Plan. Full realization of a 1:1 learning environment

8. Action Items: NONE

9. Board Comments: Mike Reynolds – Jim Kistner and Dustin Nichol – thank you for their years of service. Tom Yahraes thanked Jenny Daniels for her years of service on the board.

10. Late Items – No late items

11. Future Agenda Items

12. Adjournment

The meeting adjourned at 7:28 p.m.

Signature, Board Chairman Julie Emmert, Board Recording Secretary
(This meeting was also recorded and saved supt/board/audio)

**MEMORANDUM**

To: Julie Emmert
From: Kevin Strong
Subject: Swim Lesson Contributions
Date: May 26, 2021

Nancy Shadomy of Sweet Home has contributed \$110 and Mary Girsch of Tigard has contributed \$55 so swim lesson fees can be waived for three children.

Nancy Shadomy \$110

cc: A Jay Bronson, Pool Director

To Whom it May Concern,

Please accept this letter as my formal resignation from my positions as both District K-6 Literacy TOSA and Holley Literacy TOSA effective the end of the 2020-21 school year.

Please let me know if there is anything I can do to help with the transition.

Sincerely,

A handwritten signature in blue ink that reads "Stacey Jubb". The signature is written in a cursive, flowing style.

Stacey Jubb

Hello,

I have already let Todd know, but wanted to send this email along for formality.

I have decided to accept a position in Alaska for the 2021-2022 School Year, so am giving you notice that I will not be returning next year.

It is with mixed feelings that I have made this decision. I have really enjoyed my time here in Sweet Home and in the wonderful school community at Oak Heights. There are many reasons for my decision, but mainly I have really wanted to return to Alaska and the timing is right for it.

Thank you for everything you have done to support me, my program and my students. It truly has been a wonderful experience for me.

Sincerely,

Joanne Viner
Alternative Learning
Oak Heights Elementary
Office phone: 541-367-7165
joanne.viner@sweethome.k12.or.us



5E

Fwd: Position Resignation

1 message

To: [REDACTED] <[REDACTED]@sweethome.k12.or.us>

From: [REDACTED] <[REDACTED]@sweethome.k12.or.us> [REDACTED] Fri, May 7, 2021 at 3:23 PM

Subject: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

----- Forwarded message -----

From: **Nathan Bofto** <nathan.bofto@sweethome.k12.or.us>

Date: Fri, May 7, 2021 at 2:56 PM

Subject: Position Resignation

To: Terry Martin <terry.martin@sweethome.k12.or.us>

Good afternoon Terry,

I regret to inform you that I have accepted a position with the Springfield School District at Ridgeview Elementary. While I have loved my time here in Sweet Home, and extremely grateful for the opportunity for my first teaching job, I need to be in a school/district close to my wife and kids.

I am fully committed to the end of this school year, and providing archery instruction for the summer SLAM program. I am also committed to ensuring this transition is a smooth one for all parties, and that the PE department is better than when I found it.

Thank you for a great year and for this opportunity

Thanks,

Nathan Bofto
Physical Education Teacher
Sweet Home Jr. High School
54-367-7187
nathan.bofto@sweethome.k12.or.us

--
Terry Martin, Principal
Sweet Home Junior High School

RECOMMENDATION TO HIRE

CANDIDATE NAME: Sarah Harkin

POSITION: SPED teacher

JOB #: 01-2122

DATE: 5-7-21

BUILDING: Foster

ADMINISTRATOR: Augstburger

Does this candidate hold a current Oregon License?

yes

☐

no

☒

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

yes

☐

no

☒

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

yes

☒

no

☐

Type of Endorsement:

SPED

Have three reference checks been completed?

yes

☒

no

☐

Effective Date:

5-7-21

Other Information:

<div></div>

Office use only:

Superintendent review date:

Board approval date:

[Signature]
6/14/2021

RECOMMENDATION TO HIRE

CANDIDATE NAME: Leah White

POSITION: SHHS Art Teacher

JOB #: 6-2122

DATE: 15 May 2021

BUILDING: SHHS

ADMINISTRATOR: Ralph Brown

Does this candidate hold a current Oregon License?

yes

☒

no

☐

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

yes

☐

no

☐

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

yes

☐

no

☐

Type of Endorsement: ART

Have three reference checks been completed?

yes

☒

no

☐

Effective Date: August 30, 2021

Other Information:

Office use only:

Superintendent review date:

Board approval date:

5/18/21
6/4/21

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Bailey Brown

POSITION: H.S. Social Studies Teacher

JOB #: 7-2122

DATE: 7 May 2021

BUILDING: SHHS

ADMINISTRATOR: Ralph Brown

Does this candidate hold a current Oregon License?

yes ☒ no ☐

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

yes ☐ no ☐

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

yes ☐ no ☐Type of Endorsement: Social Studies

Have three reference checks been completed?

yes ☒ no ☐Effective Date: August 2021

Other Information:

Office use only:

Superintendent review date: 9/2Board approval date: 6/14/2021

RECOMMENDATION TO HIRE

CANDIDATE NAME: Kaitlyn TesdalPOSITION: 6th Grade TeacherJOB #: 04-2122DATE: 5/6/2021BUILDING: Hawthorne ElementaryADMINISTRATOR: Barbi Riggs

Does this candidate hold a current Oregon License?

yes ☒ no ☐

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

yes ☒ no ☐

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

yes ☐ no ☒ NAType of Endorsement: multi Subjects

Have three reference checks been completed?

yes ☒ no ☐Effective Date: August 2021

Other Information:

Office use only:

Superintendent review date:

Board approval date:

[Signature]
6/14/2021

SWEET HOME SCHOOL DISTRICT 55

5J

RECOMMENDATION TO HIRE

CANDIDATE NAME: Marissa Ziemer

POSITION: 3rd Grade

JOB #: 10-2122

DATE: 5-13-21

BUILDING: Foster

ADMINISTRATOR: A. J. [Signature]

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

Type of Endorsement: Elementary Education

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 5-13-21

Other Information:

Office use only:

Superintendent review date:

Board approval date:

5/13/21
6/14/21

RECOMMENDATION TO HIRE

CANDIDATE NAME: Shayna Kennedy

POSITION: Intermediate Teacher

JOB #: 13-2122

DATE: 5/5/21

BUILDING: OAK Heights

ADMINISTRATOR: _____

Does this candidate hold a current Oregon License?

yes

☒

no

☐

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

yes

☐

no

☒

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

yes

☐

no

☒

Type of Endorsement: Elementary

Have three reference checks been completed?

yes

☒

no

☐

Effective Date: 5/5/21

Other Information:

Office use only:

Superintendent review date:

Board approval date:

6/14/21

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Hope Fears

POSITION: ELA Teacher Jr. High

JOB #: 17-2021

DATE: 6/4/21

BUILDING: Junior High

ADMINISTRATOR: M. Larney

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

Type of Endorsement: Or. Basic Lang. Arts 6-12th expires 2023

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 2021 school year

Other Information:

Office use only:
 Superintendent review date:
 Board approval date:

CP
6/17/2021

RECOMMENDATION TO HIRE

CANDIDATE NAME: Lisa CollinsPOSITION: ESYJOB #: 21-2122DATE: 1-Jun-21BUILDING: DistrictADMINISTRATOR: Thad Holub

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

Type of Endorsement: SpedHave three reference checks been completed? yes ☐ no ☒Effective Date: 1-Jun-21

Other Information:

Current Employee

Office use only:
Superintendent review date:
Board approval date:

[Signature]
6/19/2021

Sweet Home School District No. 55
1920 Long Street
Sweet Home, OR 97386

5N

Tom Yahraes, Superintendent
541-367-7126 + Fax: 541-367-7105
tom.yahraes@sweethome.k12.or.us



Julie Emmert, Administrative Secretary
541-367-7126 + Fax: 541-367-7105
julie.emmert@sweethome.k12.or.us

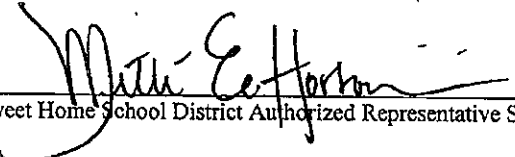
June 4, 2021

SYSCO Portland

Subject: Contract with SYSCO Portland based on approval of the Renewal of OCNC RFP #53017 for the 2021-2022 school year.

Sweet Home School District approves and enters into a Nutrition Services Food and Supplies Contract with SYSCO Portland based on approval of the Renewal of OCNC RFP #53017, of which Sweet Home School District is a member of, and has joined with other districts to conduct competitive procurement and increased purchasing power to decrease costs.

The above contract is originally awarded for the 2017-2018 school year to extend up to four additional years, based on details specified in the OCNC RFP #53017.


Sweet Home School District Authorized Representative Signature of Approval

Date 6/4/2021


SYSCO Portland Authorized Representative Signature of Approval

Date 06/04/2021

3083 NE 49th Place #208
Hillsboro, OR 97124
info@ocnc.org



June 4, 2021

Sysco Portland
Attn: Oksana Zagaryuk
26250 SW Parkway Center Drive
Wilsonville, Oregon 97070-7788

RE: 2021-2022 Sysco Contract Extension Approval

Dear Oksana:

At the May 21, 2021 OCNC Board meeting, the OCNC Board unanimously approved the extension of the terms of the RFP and subsequent agreements with Sysco Portland for the 2021-22 program year.

We value the partnership and services Sysco provides to our member schools and districts.

If you have any questions or would like additional information, please contact us using the contact information below.

Sincerely,

Nathan Roedel, SFO, SNS
Co-Executive Director
Oregon Child Nutrition Coalition
info@ocnc.org
(503) 844-1461

c. Cinthia Hiatt-Henry, Co-Executive Director



Fwd: resigning

1 message

Barbi Riggs <barbi.riggs@sweethome.k12.or.us>
To: Julie Emmert <julie.emmert@sweethome.k12.or.us>

Wed, Jun 9, 2021 at 9:01 AM

This is the letter of resignation for Samantha Russo. **Thank you for posting the HW Intermediate position.**

Barbi

----- Forwarded message -----

From: **Samantha Russo** <samantha.russo@sweethome.k12.or.us>
Date: Tue, Jun 8, 2021 at 3:34 PM
Subject: resigning
To: Barbi Riggs <barbi.riggs@sweethome.k12.or.us>

Dear Barbi,

I am writing to inform you that I will be resigning from Sweet Home School District effective June 30th.

Thank you,
Samantha Russo
3rd Grade Teacher
Hawthorne Elementary School

--

Mrs. Barbi Riggs
Hawthorne Elementary Principal
541-367-7167

6/14/2021

Dear Sweet Home School Board, Parents, Staff, and Students,

Effective June 14, I am submitting my resignation to the Sweet Home School Board. Now is a pivotal time for Sweet Home to seek out its next superintendent.

The Sweet Home School District is in an outstanding place. I am proud to take part in our collective accomplishments over the past five years. To list a few achievements, we have:

- raised graduation rates by 18%;
- added more dual credit and CTE pathways, including a Forestry Program to complement our club;
- increased instructional days for students, moving from a 4-day week (147 days) to a 5-day week (174 days);
- reversed 4-year Math/ELA grades 3-6 academic trend to a 3-year upward trend; and
- installed PE classes in elementary schools, also allowing better preparation times for teachers.

And our organizational/operational programming is strong. We have:

- implemented exceptional PLC and RTI instructional practices and PD early-release Wednesdays;
- implemented administrative walk-through and electronic Danielson feedback systems with teachers;
- modernized our website; and
- built a solid 5-year strategic plan, with an ending date of 2023.

Regarding contracts, we have solid agreements with classified, certified, our charter school, and the Jamboree.

Regarding facilities, we are in excellent shape with safety and learning environment upgrades—with particular highlights to renovating Hawthorne, Foster, Holley, the junior high, and the high school auditorium.

Regarding our financial outlook, we are in outstanding financial shape with the assistance of federal ESSER dollars. With the infusion of Student Investment Account (SIA) funds, we will be able to add more staff to our junior high, music teachers to our elementary schools, more K-3 support staff for our high-risk students, and eliminate all high school and junior high pay to play fees, so there are no fee barriers for students to participate in extracurricular activities.

Mostly I'd like to submit that the COVID-19 pandemic has proven what a solid and resilient staff and community we have: transportation, nutrition, facilities, support offices, classified, certified, admin, and the School Board. We forged ahead beginning the year with fire and smoke breathing down our necks and an unknown COVID pandemic looming. We flipped a district in less than two months to 100% virtual instruction and then brought students back for in-person instruction with all the OHA health and safety protocols in place as soon as ODE gave us more local control. And finally, and most importantly, our students, families, and community partnered with us to overcome all the challenges this year threw at us.

We are a strong district, ready to take on Sweet Home's new anticipated growth and future facility improvements while continuously improving our services and programs. Being Sweet Home's Superintendent has been the most rewarding professional experience of my life. As I look toward my future, I'm looking forward to spending more time being a dad and husband and finding new ways to contribute to education.

I am committed to helping the district make a smooth transition for my replacement. If needed, I am more than happy to help and consult with the new superintendent.

Thank you for believing in me and allowing me to serve our district as your superintendent.

We are Sweet Home Strong.

Sincerely,

Tom Yahraes

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

BY OBJECT CODE

5/31/2021

OBJECT	DESCRIPTION	2020-21 Adopted Budget	YTD as of 5/31/20	YTD as of 5/31/21	Year-to-Year Increase/ <Decrease>	Spending as a % of budget
0111/0123	Licensed Salaries	6,874,232	4,914,149	4,756,615	(157,534)	69.2%
0112/0124	Classified Salaries	4,067,197	3,467,222	3,205,764	(261,458)	78.8%
0113/0114	Administrators/Managers	1,579,105	1,406,978	1,456,368	49,390	92.2%
0121	Substitutes - Licensed	241,000	140,967	60,225	(80,742)	25.0%
0122	Substitutes - Classified	406,000	343,367	162,713	(180,654)	40.1%
0132	Overtime	29,000	32,799	13,314	(19,485)	45.9%
0134/0135	Extra Duty	353,480	309,053	270,270	(38,783)	76.5%
0210/213	Public Employees Retirement System	3,098,678	2,102,118	2,264,006	161,888	73.1%
0220	Social Security	1,036,576	769,883	739,417	(30,466)	71.3%
0231	Worker's Compensation	111,948	66,016	87,352	21,336	78.0%
0232	Unemployment Compensation	40,649	20,047	28,332	8,285	69.7%
0240	Contractual Employee Benefits	2,852,000	2,006,568	1,978,118	(28,450)	69.4%
0241	Tuition Reimbursement - Admin.	10,000	9,191	0	(9,191)	0.0%
0242	Tuition Reimbursement - Certified	20,000	1,220	0	(1,220)	0.0%
0243	Conference/Wrkshp Reimb. - Certified	10,000	779	558	(221)	5.6%
0244	Conference/Wrkshp Reimb. - Classif.	2,500	0	0	0	0.0%
0245	District Paid Deferred Comp	20,150	12,980	11,357	(1,623)	56.4%
0249	Personal Choice Enroll Fee	2,000	1,279	1,280	1	64.0%
0312/0319	Instructional Services	48,000	0	0	0	0.0%
0321	Cleaning Services	11,500	10,368	11,184	816	97.3%
0322	Repairs and Maintenance Services	54,460	44,261	36,710	(7,551)	67.4%
0324	Rentals	6,000	5,056	7,929	2,873	132.2%
0325	Electricity	349,000	255,175	235,128	(20,047)	67.4%
0326	Fuel (Heating)	184,500	143,750	133,971	(9,779)	72.6%
0327	Water and Sewage	243,000	139,255	117,861	(21,394)	48.5%
0328	Garbage	85,000	69,488	49,766	(19,722)	58.5%
033X	Other Transportation	77,850	83,119	16,634	(66,485)	21.4%
0340	Travel	39,555	33,817	16,719	(17,098)	42.3%
0351/9	Telephone/Data Communications	137,800	121,264	170,724	49,460	123.9%
0353	Postage	23,000	20,501	16,950	(3,551)	73.7%
0354	Advertising/Public Notices	3,500	114	4,133	4,019	118.1%
0355	Printing and Binding	44,145	5,449	1,183	(4,266)	2.7%
0360	Charter School Payments	1,065,000	983,683	1,066,407	82,724	100.1%
0374	Other Tuition	35,000	570	6,990	6,420	20.0%
0381	Audit Services	23,000	23,200	24,350	1,150	105.9%
0382	Legal Services	20,000	4,003	3,750	(253)	18.8%
0384	Negotiation Services	7,500	0	0	0	0.0%
0388	Election Services	4,000	0	0	0	0.0%
0389	Other Non-instructional Prof/Tech	549,200	510,384	591,591	81,207	107.7%
0410	Supplies and Materials (includes bus fuel)	272,832	224,028	170,966	(53,062)	62.7%
0412	Supplies Tires	15,000	8,251	1,119	(7,132)	7.5%
0413	Supplies Vehicle Parts	75,000	32,423	18,490	(13,933)	24.7%
0414	Supplies Custodial	135,000	90,671	98,050	7,379	72.6%
0415	Supplies Maintenance	332,500	341,268	392,864	51,596	118.2%
0416	Supplies Grounds	26,000	18,765	21,090	2,325	81.1%
0417	Supplies Maintenance Vehicles	8,000	7,930	6,147	(1,783)	76.8%
0420	Textbooks	1,970	1,558	0	(1,558)	0.0%
0430	Library Books	14,100	9,759	6,438	(3,321)	45.7%
0440	Periodicals	3,104	578	2,456	1,878	79.1%
0460	Non-consumable Items	479,717	444,579	421,721	(22,858)	87.9%
0470	Computer Software	43,391	42,387	60,049	17,662	138.4%
0480	Computer Hardware	65,278	146,297	120,354	(25,943)	184.4%
052x/054x	Equipment Acquisition	40,000	22,681	44,485	21,804	111.2%
0640	Dues and Fees	42,380	47,108	91,150	44,042	215.1%
0651/5	Liability Insurance & Settlements	94,000	71,480	77,081	5,601	82.0%
0653	Property Insurance Premiums	187,000	147,204	192,118	44,914	102.7%
0711	Transfer to Josai	7,500	0	0	0	0.0%
0712	Transfer to Long Term Maintenance	100,000	0	0	0	0.0%
0713	Transfer to PERS Reserve Fund	100,000	0	0	0	0.0%
0715	Transfer to Curriculum/Tech. Fund	40,000	0	0	0	0.0%
		25,848,297	19,715,040	19,272,247	(442,793)	74.6%

2020-2021 Spending by Function

Function	Budget	Actual	% of Bdg
1000 Instruction	14,134,724	9,975,181	70.6%
2000 Support	11,215,338	9,108,838	81.2%
3000 Community	250,737	190,228	75.9%
5200 Transfers	247,500	0	0.0%
	25,848,297	19,272,247	74.6%

6A

includes new high school phones

includes Grow Our Own Tuition

Received dividend in '19-'20

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

7A

BE IT RESOLVED that the **Board of Directors of Sweet Home School District #55** hereby adopts the budget for the fiscal year 2021-2022 in a total sum of \$55,024,930 now on file in the District Business Office.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated:

<u>GENERAL FUND (100)</u>		<u>SPECIAL REVENUE FUND (200-299)</u>	
Instruction	\$14,637,062	Instruction	\$9,482,697
Supporting Services	11,349,555	Supporting Services	5,055,134
Enterprise & Community Services	303,649	Enterprise & Community Services	1,412,784
Facilities Acquisition & Construction	0	Facilities Acquisition & Construction	600,000
Transfers	957,500	Transfers	0
Debt Service	0	Operating Contingency	2,531,926
Operating Contingency	1,309,623		
Total General Fund	\$ 28,557,389	Total Special Revenue Fund	\$19,082,541
<u>DEBT SERVICE FUND (300, 310, 320)</u>		<u>CAPITAL IMPROVEMENT FUND (400)</u>	
Supporting Service	\$5,000	Instruction	\$ 0
Debt Service Fund Payments	3,693,568	Supporting Services	0
*Unappropriated – Committed (PERS funds)	2,410,432	Facilities Acquisition & Construction	975,000
*Unappropriated – Restricted (GO fund)	301,000	Operating Contingency	0
Total Debt Service Fund	\$6,410,000	Total Capital Improvement Fund	\$975,000
<u>TRUST AND AGENCY FUND (701-720)</u>			
Instruction	\$ 0	TOTAL APPROPRIATIONS ALL FUNDS	<u>\$52,313,498</u>
Support Services	0	TOTAL UNAPPROPRIATED ALL FUNDS	<u>\$2,711,432</u>
Operating Contingency	0		
Total Trust and Agency Fund	\$ 0	TOTAL BUDGET:	<u>\$ 55,024,930</u>
*(Unappropriated funds are <u>not</u> appropriated)			

BE IT RESOLVED that the **Board of Directors of Sweet Home School District #55** hereby imposes the taxes provided for in the adopted budget at the rate of \$5.0057 per \$1,000 of assessed value for operations; \$0.30 per \$1,000 of assessed value for the local option; and in the amount of \$1,722,000 for bonds; and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

<u>Education Limitation</u>		<u>Excluded from Education Limitation</u>
General Fund	\$5.0057 /\$1,000	
Local Option	\$0.3000 /\$1,000	
Debt Service Fund		\$1,722,000

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

7A

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

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

Assignments

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

Spending as it Relates to Ending Fund Balance Policy

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

NOW THEREFORE the Board of Directors for the Sweet Home School District hereby make the following designations of FY 2020-2021 ending fund balances and revenues for specific uses in FY 2021-2022:

1. **Committed Fund Balances** – The ending balance of each of the following funds is "**Committed**" in accordance with the purposes stated for each fund or program in the FY 2021-2022 adopted budget:

- PERS Debt Service Fund 310 for 2002 Series Borrowing
- PERS Debt Service Fund 320 for 2003 Series Borrowing

2. The General Fund is unassigned. All other non-fiduciary funds are either assigned or restricted.

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

The above resolution statements were approved and declared adopted on this 14th day of June 2021.

Board Chairman Signature

Superintendent Signature



RESOLUTION #06-2021

Be it resolved that the Board of Directors of Sweet Home School District #55 hereby adopts the following budget adjustments for the 2020-21 fiscal year:

1. Increase the Special Revenue Fund Instruction budget by \$1,527,500 from \$1,554,123 to \$3,081,623 to reflect moving the Student Activity Fund and the JOSAI Fund into the Special Revenue Fund.

260.1113.0410.013	+ \$700,000
260.1132.0410.012	+ \$800,000
283.1490.0389.012	+ \$27,500

2. Increase the Special Revenue Fund Support Services budget by \$86,120 from \$3,149,773 to \$3,235,893 to reflect moving the Early Retirement Liability Fund into the Special Revenue Fund.

280.2700.0116.013	+ \$80,000
280.2700.0220.013	+ \$6,120

The Trust and Agency Fund balances are reduced by the same amount resulting in overall budgeted expenditures remaining the same.

The above resolution statements were approved and declared adopted on this 14th day of June 2021.

Board Chairman Signature

Superintendent Signature

The purpose of Resolution 06-2021 is to comply with a new requirement concerning Trust and Agency Funds. Previously, the District's Student Activity Funds, Early Retirement Liability Fund and JOSAI Fund were considered Trust and Agency Funds. They no longer will be Trust and Agency Funds due to a new standard from the Governmental Accounting Standards Board.

7B

DA District Administration

Post-COVID finance: How GASB 84 clarifies fiduciary activities

Adoption of this new standard is at the forefront of school district business officials' minds



Keeley Ann Hines

By: Keeley Ann Hines | June 3, 2021

As the end of a unique and challenging school year looms near, talk of passing school budgets is in full swing, and with it comes the implementation of GASB 84—Fiduciary Activities.

After a one-year delay, adoption of this new standard is at the forefront of school district business officials' minds. In combination with countless other budgetary and regulatory changes at a federal and state level coming out of the pandemic, some school leaders may be scrambling to understand yet another new requirement that may have fallen off the radar as other challenges took precedence.

Required implementation for the June 30, 2021 fiscal year, GASB 84 clarifies the criteria used by school districts in identifying fiduciary activities. Although the scope of this statement includes component unit and post-employment benefit plan considerations, school districts are primarily impacted by two major types of transactions, new terminology, and additional financial statement presentation requirements.

Districts will first want to ask themselves, "Does the government have control of the assets?" If not, then this is not a fiduciary activity or a governmental activity.

If yes, the next question is, "Are the assets in question generated from the government's own source revenue?" If yes, then this is a governmental activity. If no, the activity may or may not be a fiduciary activity and there are certain criteria that must be considered in determining if the activity qualifies as a fiduciary activity.

Two Major Types of Transactions Impacted by GASB 84:

Extra-Classroom Activity (ECA) Funds

Historically, ECA Funds have been reported in the Agency Fund within the fiduciary funds. Upon implementation of GASB 84, with extremely limited exceptions, ECA Funds will no longer be considered fiduciary in nature due to administrative involvement on the part of the school district that will, as a result, require reporting these transactions as a governmental activity.

The district should establish a Miscellaneous Special Revenue Fund (CM Fund) that will record both an asset and net position in the amount of funds held at fiscal year-end, as well as revenues and expenditures to represent the additions and deductions throughout the fiscal year.

7B

Payroll Related Withholdings

Payroll withholdings have historically been recorded in the Agency Fund. Upon implementation of GASB 84, these transactions will no longer qualify as fiduciary in nature based on the fact that the funds are not held in trust, are not for the benefit of another government or organization outside of the reporting entity, and the district has administrative involvement.

As such, any amounts withheld and not yet remitted by the district as of fiscal year-end, should be recorded as a liability, at a minimum in the General Fund, with consideration given to the applicability and significance of payroll expenditures in other funds.

Terminology & financial statement presentation changes

GASB 84 will also require that the Agency Fund now be referred to as the Custodial Fund. Furthermore, contrary to the Agency Fund, which simply reported assets and liabilities, the Custodial Funds will now present a resource flow statement. This means, similar to the Trust Funds, the Custodial Funds will present additions and deductions.

To make the necessary changes and comply with GASB 84, school district business officials should consult with their accountant and other trusted financial partners who have also been keeping a close eye on this and other unique aspects of this year's financial reporting requirements.

For more general information on the adoption of this new standard, check out the GASB 84 Implementation Guide: Implementation Guide No. 2019-2, Fiduciary Activities (specifically paragraphs 4.15 through 4.26) and November 2020 NYSOSC Bulletin on GASB 84 (see page 7).

Keeley Ann Hines is principal at The Bonadio Group, an accounting firm.

Sweet Home School District No. 55
1920 Long Street
Sweet Home, OR 97386

7C

Tom Yahraes, Superintendent
541-367-7126 ✦ Fax: 541-367-7105
tom.yahraes@sweethome.k12.or.us



Kevin Strong, Business Manager
541-367-7113 ✦ Fax: 541-367-7104
kevin.strong@sweethome.k12.or.us

Certify May 18, 2021 Election Results

Board of Directors

Zone #2 Liberty	Janice Albert	1163 votes
Zone #5 At Large	Jason Van Eck	1272 votes
Zone #7 At Large	Jason Redick	1190 votes
Zone #8 At Large	James Gourley	656 votes

WRITE-IN VOTES

Zone #1 Holley	Sara Hoffman	63 write-in votes
-------------------	--------------	-------------------

Vacant positions

Zone #3
Foster

Zone #6
Crawfordsville

CANDIDATE INFORMATION SHEET FOR POSITION # 1, Holley School
BOARD VACANCY

Please fill out and return to the Superintendent's Office, 1920 Long Street, Sweet Home, OR 97386-2395.

Name: Hoffman Sara L
Last First Initial

Business Address: 1162 Ct St NE Salem. OR 97301 Phone: 503-378-5058

Home Address: 40331 Crawfordsville Dr. Sweet Home Phone: 541-259-9978

Occupation: Grant Specialist with Oregon Department of Justice

Number of years you have been a resident in Sweet Home School District: 31 years total. We moved to Brownsville and returned with 1.5 years of residency upon our return (left Sweet Home for 1 year)

Do you meet the following qualifications? (Please answer yes or no)

- | | |
|--|------------|
| 1. Do you live in the District? | <u>Yes</u> |
| 2. Are you an officer, agent, or employee of the District? | <u>No</u> |
| 3. Are you a citizen of the United States? | <u>Yes</u> |
| 4. Are you a registered voter? | <u>Yes</u> |

Do you have children in the Sweet Home School District?

If so, what are their names and what schools do they attend?

<u>Tatum Hoffman</u>	<u>Holley Elementary School</u>
<u>Landon Hoffman</u>	<u>Holley Elementary School</u>
<u>Tenley Hoffman</u>	<u>Holley Elementary School (2021-2022 school year)</u>

For what reasons do you desire to be a member of the School Board?

I find myself interested for a variety of reasons. Primarily, to involve myself in my children's school district. To be a positive voice and provide new insight to the school board. I'd love to be involved for years to come in this district, even if that isn't by membership on the board.

Have you worked on any school committees? No, I have not.

If so, which committees?

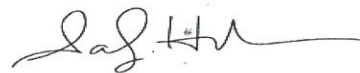
N/A

Other Community and Business Activities: I have interests in volunteering at the elementary school

as I have in past years. Due to COVID-19 that was not a reality for this school year. I do find myself volunteering on a regular basis to assist with sports and team mom duties. With my job, I am regularly volunteering in places such as, ABC House, Center for Hope & Safety and a variety of non profits outside of my role within the Oregon Department of Justice.

What special qualifications do you have that will help you to be a Board member?

I have the capacity and the skills to work with others, well. I have excellent communication skills and want to listen to my community and be a voice for that community in a positive and effective way. I have skills in presenting material and creating curriculum, this experience comes from my tenure at the Oregon Department of Justice. I have been trained in areas of child abuse, domestic violence and sexual abuse. I also have the ability to learn new skills from those with more experience than me.



**CANDIDATE INFORMATION SHEET FOR POSITION # _____
BOARD VACANCY**

Please fill out and return to the Superintendent's Office, 1920 Long Street, Sweet Home, OR 97386-2395.

Name: Albert Janice K.
Last First Initial

Business Address: N/A Phone: _____

Home Address: 28311 Scott Mtn. Rd. Phone: 541-912-5420

Occupation: _____

Number of years you have been a resident in Sweet Home School District: 15

Do you meet the following qualifications? (Please answer yes or no)

1. Do you live in the District? yes
2. Are you an officer, agent, or employee of the District? NO
3. Are you a citizen of the United States? yes
4. Are you a registered voter? yes

Do you have children in the Sweet Home School District? NO

If so, what are their names and what schools do they attend?

_____	_____
_____	_____
_____	_____

For what reasons do you desire to be a member of the School Board?

I have worked in schools for 30 years and
I feel I understand a lot of what the needs are
for staff

Have you worked on any school committees? yes

If so, which committees?

4 day School Week - JLMC.

Other Community and Business Activities: _____

What special qualifications do you have that will help you to be a Board member?

I have served on many classified contract
negotiation teams... I have always had a
good relationship with all staff... Being on
the JLMC also helped me understand
some of the needs of the administration.
Being on the school board has always been a goal.

Janice Albert

Policy Update
First Reading 5/10/2021
Second Reading 6/14/2021
Third Reading 7/12/2021 –if necessary

CBA – Qualifications and Duties of the Superintendent
IIBGA-Electronic Communications Systems
IIBGA-AR – Electronic Communications System

CBA – Qualifications and Duties of the Superintendent

OSBA recommended changes outlining the qualifications for a superintendent, followed by lists of expectations and responsibilities.

IIBGA-Electronic Communications Systems
IIBGA-AR – Electronic Communications System

The requirement to have a policy for electronic communications system depends on whether the district participates in the federal E-Rate program and receives funds to cover items like computers and Internet services. The Sweet Home School District does participate in the E-Rate program. The AR is required to implement the policy and outline and enforce protection measures required of the same federal program. Most of the content in the model AR is highly recommended best practice to support the E-Rate program and student safety. The district's technology staff was consulted for advice to select content and on how best to reflect practice and ensure appropriate protection measures are described in the AR and implemented.



Code: CBA
Adopted: 2/8/88
Revised/Readopted: 6/8/98, 9/13/04
Orig. Code(s): BP 2110
Delete Current Policy and replace with New Policy: 6/14/2021

Qualifications and Duties of the Superintendent

POSITION: ~~Superintendent of Schools~~

QUALIFICATIONS: ~~1. Holds or is eligible for a valid Oregon administrative license with a superintendent's endorsement;~~
~~2. Successful experience as an educational leader and administrator;~~
~~3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;~~

REPORTS TO: ~~Board of Education~~

SUPERVISES: ~~Central office administrators and school principals; and through them, all personnel of the district.~~

JOB GOAL: ~~To provide effective administration of all schools and departments, and educational leadership throughout the Sweet Home School District and community.~~

PERFORMANCE RESPONSIBILITIES:

The superintendent:

- ~~1. Maintains a cooperative relationship with fellow staff members, students and the general public;~~
- ~~2. Adheres to and enforces district, state and federal laws, policies, procedures and regulations;~~
- ~~3. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;~~
- ~~4. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;~~
- ~~5. Attends all meetings of the Board, except those concerned with the superintendent's contract status, and takes part in the deliberations but does not vote;~~
- ~~6. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve by preparing and submitting to the Board recommendations relative to all matters requiring Board action. The superintendent shall place before the Board such necessary and helpful facts, comparisons, investigations, information, reports and audits and make available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it, as are needed to ensure the making of informed decisions;~~
- ~~7. Informs and advises the Board about district programs, practices and issues and keeps the Board informed of the activities operating under the Board's authority;~~
- ~~8. Secures and nominates for employment the best qualified and most competent teachers, administrators, supervisory and confidential personnel;~~
- ~~9. Recommends the appointment, assignment, transfer, promotion, contract renewal, contract extension, demotion contract nonrenewal, contract nonextension and discharge of employees of the Board as provided by law and the policies of the Board's collective bargaining agreement;~~

- ~~10. Directs the professional supervisory staff in its visitations of the various schools; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs such other duties as the Board deems necessary;~~
- ~~11. Directs the work of the professional staff in the evaluation and revision of curriculum and evaluation of textbooks and other instructional materials and upon the basis of such study makes recommendations to the Board;~~
- ~~12. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts, other instructional materials and time schedules to be used in the schools;~~
- ~~13. Supervises the establishment or modification of school attendance and transportation areas subject to the approval of the Board;~~
- ~~14. Directs the preparation of an annual budget showing estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;~~
- ~~15. Approves and directs, in accordance with law, policy and regulations of the Board, purchases and expenditures, within the limits of the budget;~~
- ~~16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; improvements, alterations and changes in the buildings and equipment of the district; and to the closure of district facilities;~~
- ~~17. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes;~~
- ~~18. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;~~
- ~~19. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the district;~~
- ~~20. Directs, supervises and evaluates the management staff, including building principals and central office administrators;~~
- ~~21. Serves as clerk of the Board;~~
- ~~22. Completes other duties as assigned by the Board.~~

The specific enumeration of duties of the superintendent as detailed above will not act to limit the broad authority nor responsibility of the office.

~~TERMS OF EMPLOYMENT: Salary and work schedule to be determined by the Board.~~

~~EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the superintendent and the requirements of the negotiated contract between the Board and the superintendent.~~

~~END OF POLICY~~

Legal Reference(s):

ORS 327.133	ORS 342.173	ORAR 584.046.0005 to .0024
ORS 332.405 - 332.427	ORS 342.175	ORAR 584.048.0085 to .0095
ORS 332.515	ORS 342.200	ORAR 584.080.0151
ORS 342.125		ORAR 584.080.0152
ORS 342.140	ORAR 581.022.0102 to .1940	ORAR 584.080.0161
ORS 342.143	ORAR 581.023.0006 to .0050	ORAR 584.020.0000 to .0045 ORAR 584.0

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district^a;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

^a Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;^b
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

^b Review policy BDDC to ensure consistency.

18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;

34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.075	ORS 342.850	OAR 584-080-0151
ORS 342.143	OAR 584-020-0000 – 0035	OAR 584-080-0152
ORS 342.173	OAR 584-046-003-0024	OAR 584-080-0161



Code: **IIBGA**
Adopted: 4/14/97
Revised/Readopted: 10/12/98, 9/13/04, 9/11/06,
9/14/09, 5/11/15
Revision 2nd Reading: 6/14/21

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's **electronic communication** system will be used to provide statewide, national and global communications opportunities for staff and students **and for the advancement and promotion of teaching and learning.**

The superintendent will establish administrative regulations for the use of the district's **electronic communication** system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; **and**
8. Installing measures designed to restrict minors' access to materials harmful to minors.

~~The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff.~~ ¹ Administrative regulations developed shall **in**ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

¹ If the district allows staff to download and store district proprietary information, including personally recognizable information about district students or staff, OSBA recommends including this content and an indicated related item in the model administrative regulation. See #3 on page 2 of model sample administrative regulation IIBGA-AR.

~~The a~~Administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, copyright law, and will include a complaint procedure for reporting violations.

~~The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.~~

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations ~~will~~ may result in discipline up to and including expulsion. Staff violations ~~will~~ may ~~also~~ result in discipline up to and including dismissal. Violations of law ~~will~~ may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

END OF POLICY

Legal Reference(s):

ORS 30.765	ORS 167.065	ORS Chapter 192	OAR 581-021-0050
ORS 133.739	ORS 167.070	ORS 332.107	OAR 581-021-0055
ORS 163.435	ORS 167.080	ORS 336.222	ORS 260-432
ORS 164.345	ORS 167.087	ORS 339.250	OAR 584-020-0040
ORS 164.365	ORS 167.090	ORS 339.260	OAR 584-020-0041
ORS 167.060	ORS 167.095	ORS 339.270	

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l) (~~2012~~2018); 47 C.F.R. Section 54.520 (~~2017~~2019).

Copyrights, 17, U.S.C. §§ 101-1332 (~~2012~~2018); 19 C.F.R. Part 133 (~~2017~~2020).

~~Oregon Attorney General's Public Records and Meetings Manual, Appendix H, (2014).~~

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (~~2012~~2018).

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8107 (~~2012~~2018); 34 C.F.R. Part 84, Subpart F (~~2017~~2020).

Controlled Substances Act, 21 U.S.C. § 812, Schedules I through V (~~2012~~2018); 21 C.F.R. §§ 1308.11-1308.15 (~~2017~~2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (~~2012~~2018); 29 C.F.R. Part 1630 (~~2017~~2020); 28 C.F.R. Part 35 (~~2017~~2020).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (~~2012~~2018); 34 C.F.R. Part 99 (~~2017~~2020).

~~Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).~~

Every Student Succeeds Act, 20 U.S.C. § 7131 (~~2012~~2018).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).



Code: IIBGA-AR
Adopted: 10/18/01,
Revised/Readopted: 9/11/06, 9/10/07, 12/8/08,
9/14/09, 4/13/15
Revision 2nd reading: 6/14/2021

Electronic Communications System

Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
 - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors" as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; and sexual contact" as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor" as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. "Inappropriate matter" as defined by the district means material that is inconsistent with general public education purposes and the district's vision, mission and goals goals, as determined by the district.¹
6. "District proprietary information" is defined as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district's business.
7. "District software" is defined as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district's electronic communications system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. ~~Provide a system for authorizing~~ Prohibit staff use of personal electronic devices to download or access district information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized. Allow staff use of personal electronic devices to access the district's electronic communications system when it is consistent with district board policies and administrative regulations.
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's electronic communications system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use desktop and/or server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the building principal may disable the

¹As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

- technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
 9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms, applications and other forms of direct electronic communication;
 10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media web sites! applications and in chat rooms;
 11. Determine which users and sites accessible as part of the district’s electronic communications system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
 12. Determine which users will be provided access to the district’s electronic communications e-mail system;
 13. Program its computers to display a message reinforcing key elements of the district’s Electronic Communications System policy and administrative regulation when accessed for use;
 14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district’s computers and e-mail system may become subject to disclosure discoverable evidence if a public records request is made or a lawsuit is filed against the district. “Deleted” or “purged” data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage.
 - g. Passwords used on the districts electronic communications system will be changed at annually.
 - h. Transmission of any materials regarding political campaigns is prohibited.
 15. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district’s electronic communications system policy and administrative regulations. All such agreements will be maintained on file.
 16. Notify users of known copyright infringing activities and deny access to or remove the material.

Electronic Communications System Access

1. Access to the district’s system is authorized to:
Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district’s policy governing use of district equipment and materials.
2. ~~Students, staff, Board members, volunteers, district contractors and other members of the public may be permitted to use the district’s system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee’s work hours. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district’s policy governing use of district equipment and materials.~~

1. ~~[Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGE) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.]~~ Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is permitted when consistent with board policy and administrative regulations and when during the school day.

Staff and Board members may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with Board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations.

Volunteers, district contractors and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.

SHSD Wireless Access:

SHSD Public is defined as wireless access for general use, with student level access. SHSD Private is defined as wireless access for district owned electronic equipment, with staff level access.

Students and staff may use a privately owned electronic "Internet ready" device on the SHSD Public wireless network. They are prohibited from using the SHSD Private wireless network with personal data devices. The SHSD Private wireless network is for district owned devices only. Under special circumstances, staff may be given Private access for their personal device with the express authorization of the Technology Department.

By connecting to the SHSD Wi-Fi, users accept the terms of the district's electronic policies and administrative regulations. The technology devices students and staff bring to school are their sole responsibility. The District assumes no responsibility for personal devices or data if they are lost, loaned, damaged or stolen. Personal devices may be subject to investigation of misuse in accordance with District Policy.

During the school day, the use of a privately owned electronic device is to support and enhance instructional activities. Students are prohibited from accessing the Internet using any external internet service. As we have no way to filter these and therefore would not be CIPA compliant.

No privately owned electronic device may be connected to the SHSD network by a network cable plugged into a data outlet without the Technology Department's authorization. Network access for privately owned devices is provided via Wi-Fi access only.

No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.

Voice, video, and image capture applications may only be used with teacher or administrator permission.

Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.

The privately owned electronic device owner is the only person allowed to use the device.

No District owned academic or productivity software may be installed on personal devices, unless approved by the District and allowed by specific software license.

No student or staff member shall use any computer or device to illegally collect any electronic data or disrupt networking services.

Violation of SHSD policies, local, state and/or federal laws while using a personal electronic device on the SHSD wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Code of Student Conduct, School Board Policy as well as by local, state and/or federal law.

The SHSD and personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

General Use Prohibitions~~and~~ Guidelines/Etiquette

Operation of the district's electronic communications system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization-use of the district's system.

1. General Use Prohibitions

The following conduct is strictly prohibited:

a. Attempts to use the district's electronic communications system for:

- (1) Unauthorized solicitation of funds;
- (2) Distribution of chain letters;
- (3) Unauthorized sale or purchase of merchandise and services;
- (4) Collection of signatures;
- (5) Membership drives;
- (6) Transmission of any materials regarding political campaigns.

b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;

d. Attempts to evade, change or exceed resource quotas or disk data usage quotas;

e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes, but not limited to, material which may be interpreted as:

- (1) Harmful to minors;
- (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
- (3) A product or service not permitted to minors by law;
- (4) Harassment, intimidation, bullying, menacing, threatening, or a bias incident or

- (5) ~~constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;~~
 - (6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g. Attempts to post or publish personal student contact information unless authorized by the system coordinator and consistent with applicable Board policies pertaining to student directory information and personally identifiable information. Personal ~~student~~ contact information ~~may~~ includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h. Attempts to arrange student meetings with anyone on the district's ~~electronic communications~~ system, unless authorized by the system coordinator ~~or when consistent with school or educational related activities~~ and with prior parent approval ~~when necessary;~~
 - i. Attempts to ~~use~~ represent ~~themselves~~ on behalf of the district through use of the district's name in external communication forums, ~~such as e.g., social media~~ chat rooms, without prior district authorization;
 - j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been ~~given~~ granted access.

2. Guidelines/Etiquette

Appropriate system use etiquette is expected of all users and is explained in district training sessions.

Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL-Public Complaints.

Violations/Consequences

- 1. Students
 - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of ~~access to the~~ district ~~electronic communications~~ system access up to and including permanent loss of privileges.
 - b. Violations of law ~~will~~ ~~may~~ be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
- 2. Staff
 - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
 - b. Violations of law ~~will~~ ~~may~~ be reported to law enforcement officials and may result in criminal or civil sanctions.

- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
 - d. Violations of ORS 244.040 will ~~will~~ may be reported to GSPC.
3. Others
- a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
 - b. Violations of law will ~~will~~ may be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

- 1. The district assumes no responsibility or liability for any membership or phone ~~charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system or internet~~ provider charges including, but not limited to, long distance charges, per minute (unit) surcharges, overage charges and/or equipment or line costs service and/or related charges incurred by any home usage of the district's electronic communications system.
- 2. Any disputes or problems ~~regarding~~ resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and ~~his/her local phone company and/or long distance service provider~~ their local phone company internet service provider and/or long distance phone service provider.

Information Content/Third Party Supplied Information

- 1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
- 2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
- 3. Users of the electronic communications System users may, with supervising teacher or system coordinator approval, order services or merchandise from other ~~individuals and agencies~~ vendors that may be accessed through the district's electronic communications system. These ~~individuals and agencies~~ vendors are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the ~~seller~~ vendor and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of ~~sellers~~ vendors.
- 4. The district does not warrant that the functions or services performed by or that the information or software contained on the electronic communications system will meet the system user's requirements or that the electronic communications system will be uninterrupted or error-free or that defects will be corrected. The district's electronic communications system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.



Code: IIBGA-AR

Student Internet Use Agreement

Permission is valid as long as the student remains at the school attended when permission was given.
Permission must be renewed if, and when, the student moves to another school.

A parent/guardian may revoke this permission at any time with written notification to the school.

Following you will find information that must be reviewed. It is required that this completed, signed agreement be returned prior to your student being allowed or denied access to the internet.

Student Section

Student Name _____ Grade _____

School _____

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including revocation of system access, suspension or expulsion from school and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

Parent/Guardian Section

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting.

- ☐ I give my permission for my student to access networked computer services such as electronic mail and the internet through district approved access.
- ☐ I DO NOT give my permission for my student to access the district's networked computer services.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I understand a user can be held liable for damages caused by intentional misuse of the system.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Home Address _____

Date _____ Home Phone Number _____



Code: IIBGA-AR

Request for Non-Student District Network/E-Mail Account

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from use of, or inability to use, the district system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services. I understand a user can be held liable for damages caused by intentional misuse of the system.

◆ STAFF ◆

Please fill out this form and return to your library contact person or the Technology Department at the District Office.

Name: _____ Date: _____

School: _____ Department: _____

Preferred Network/Email Password: _____

Passwords must be at least eight (8) characters long, of which two (2) must be numbers and/or symbols!!

◆ NON-STAFF ◆

Please fill out this form and return to a library contact person or the Technology Department at the District Office.

Printed Name of User: _____

Signature _____

Home Address _____

Date: _____ Home Phone Number _____ Cell Phone Number _____

WELCOME TO THE SHSD NETWORK!

▲ FOR NETWORK ADMINISTRATOR'S USE ONLY ▲

Date Account Activated: _____

Your Network/Email User Name is: _____

Your Network/Email Password is: _____

Your Complete E-mail Address is: firstname.lastname@sweethome.k12.or.us

Agreement for an Electronic Communications System Account
(Staff System User)

I have received notice of, read and agree to abide by the provisions in the district's Electronic Communications System policy and administrative regulation ~~and agree to abide by their provisions~~. I understand that violation of these provisions ~~will~~ may result in suspension and/or revocation of system access and related privileges, and may include discipline, up to and including dismissal, and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I ~~insure~~ ensure that the ~~personal electronic device~~ PED in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's ~~E~~lectronic ~~C~~ommunications ~~S~~ystem and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

~~Home~~ Email Address _____

Home Phone Number _____ Cell Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Parent Letter

Dear Parents:

~~Your student has [requested] [been selected] to participate in the district's electronic communications program and needs your permission to do so.~~ Your student needs your permission to use the district's electronic communications system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

~~The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.~~

With this educational opportunity also comes responsibility. ~~It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together.~~ Inappropriate system use ~~will~~ may result in discipline, up to and including expulsion from school, suspension or revocation of your student's access to the district's electronic communications system, and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter ~~are the following important documents:~~ is an agreement for your student and you to read and sign stating agreement to follow the district's electronic communications system policy and administrative regulation. The district's policy IIBGA – Electronic Communications System and administrative regulation are accessible from the district's website or upon request and include provisions on, but are not limited to, student use under General Use Prohibitions and Guidelines/Etiquette and student-related rules under Violations and Consequences.

~~— An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school; The district's Electronic Communications System policy and administrative regulation.~~

Please review ~~these materials~~ the district's Electronic Communications policy and administrative regulation, and the provisions therein, carefully with your student and return the attached agreement form to the school office indicating your permission ~~or denial of permission~~ for your student to ~~participate~~ use ~~in~~ the district's electronic communications system.

Sincerely,