



Eddyville Charter School
Board of Directors
P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942

October 15, 2019 6:00pm
Board Packet - Regular Session
AGENDA

- 1) Meeting Called to Order**
- 2) Past Meeting Minutes: September 17, 2019** Pg. 2-3
- 3) Agenda Adjustments**
- 4) Informational Items**
 - a) Financial Packet for June Pg. 4-5
 - b) Financial Packet (Current)- Jackie Olsen Pg. 6-17
- 5) Interested Party Comments**

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.
- 6) Communication**
 - a) Administration Report- Stacy Knudson Pg. 18-20
 - b) Athletic Director Report- Mike Ulstad Pg. 21
- 7) Action Items**
 - a) Payment of the Bills
 - b) New Signers for OSU Account- Rhonda Allen and Stacy Dalke
 - c) Removal of Past signers for OSU Account- Jennifer Handy
 - d) Nursing position contract approval
- 8) New Business**
 - a) Policy First Reading
 - i) ING: Animals in the District Pg. 22
 - ii) ING-AR: Animals in the Classroom Pg. 23-24
 - iii) ING-AR(2): Animals in District Facilities Pg. 25
 - iv) GCDA/GDDA: Criminal Records Checks and Fingerprints Pg. 26-28
 - v) GCDA/GDDA- AR: Criminal Records Checks and Fingerprints Pg. 29-33

Next Meeting: November 20, 2019 at 6:00pm



Eddyville Charter School
Board of Directors
P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942

September 17, 2019 6:00pm
Board Packet - Regular Session
AGENDA

Board Members in Attendance: Larry Cook, Ryan Gassner, John Lancaster, Abe Silvonon, Rebecca Phillips-Sutton, Stephanie Mekemson and Lisa Rorie

Administration in Attendance: Stacy Knudson

Board Members Absent:

ESD Financial Manager: Jackie Olsen

Minutes prepared by: Board Clerk: Dani Ulstad

- 1) **Meeting Called to Order** at 6:01 pm by Ryan Gassner
- 2) **Past Meeting Minutes: August 7, 2019**
 - a) Lisa Rorie moved to approve the passing of the August meeting minutes. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- 3) **Agenda Adjustments**
 - a) Action item E: Nursing position opportunity
 - b) Lisa Rorie moved to approve the passing of the agenda adjustments. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- 4) **Informational Items**
 - a) Financial Packet (July- September)- Jackie Olsen
 - i) Total Ending Balance from Budget: 480,769 (under actual funds, recommendation to put excess in capital improvements).
- 5) **Interested Party Comments**
 - a) Stephanie Austin
 - i) Stream Table project and fundraising through Donors Choose
 - b) Jill Whisler
 - i) Business and Coffee Shop experience and description
 - ii) Local partnerships and CTE funding opportunities
- 6) **Communication**
 - a) Administration Report- Stacy Knudson (In Packet)
 - b) Athletic Director Report- Mike Ulstad (In Packet)
- 7) **Action Items**
 - a) Payment of the Bills

- i) Lisa Rorie moved to approve the payment of the bills. Abe Silvonon seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- b) Resignation of Debby Rariden
 - i) Lisa Rorie moved to approve the resignation of Debby Rariden. Rebecca-Phillips Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c) Agriculture Class raising chickens and pigs on school property
 - i) Lisa Rorie moved to approve the agriculture class raising chickens and pigs. Abe Silvonon seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- d) Direction for van sale/trade/re-certification
 - i) Lisa Rorie moved to sell or trade the van for something that better fits our needs. Abe Silvonon seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- e) Authorize surplus on two junk cars on property
 - i) Lisa Rorie moved to surplus the two junk cars on the property. Abe Silvonon seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- f) Nursing Position
 - i) Possible nursing position with new medical administration needs
 - ii) Lisa Rorie moved that we look into hiring a certified nurse for our needs and that Stacy create an appropriate position. Abe Silvonon seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

8) New Business

- a) Possible dog policy
 - i) Discussion about possible policy allowing or not allowing dogs on campus during school hours. The board discussed possible ideas and risks including student injury or allergies.
 - ii) Service dog exemption
 - iii) Show and tell exemption

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

From Date: 06/01/2019

To Date: 06/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
212	06/07/2019	ADVANCED ED	\$1,100.00	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
213	06/07/2019	AMAZON.COM	\$328.49	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
214	06/07/2019	Copeland Lumber Co	\$3,894.01	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
215	06/07/2019	COSA	\$595.00	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
216	06/07/2019	DEHAAN, ANGELA	\$255.76	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
217	06/07/2019	INDUSTRIAL WELDING SUPPLY	\$5.00	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
218	06/07/2019	KNUDSON, STACY BROOKE	\$89.32	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
219	06/07/2019	LAPHAM, RAYSHA	\$25.78	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
220	06/07/2019	MCLAIN, DAWNA L	\$4.64	1248	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2019	
221	06/07/2019	PIONEER TELEPHONE CO	\$1,358.43	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
222	06/07/2019	SMC CURRICULUM	\$20.00	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
223	06/07/2019	STAPLES ADVANTAGE	\$204.04	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
224	06/07/2019	Technology Integration Group (TIG)	\$12,712.42	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
225	06/07/2019	ZCS ENGINEERING ARCHITECTURE	\$5,060.00	1248	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
226	06/18/2019	CONSUMER POWER INC	\$2,545.08	1249	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
227	06/25/2019	OBTESHKA, TERRY L	\$560.35	15	Printed	Payroll	<input checked="" type="checkbox"/>	06/30/2019	
228	06/25/2019	MOLINE, MARGARET L	\$168.95	15	Printed	Payroll	<input checked="" type="checkbox"/>	07/31/2019	
229	06/25/2019	MEIER, RUTH A	\$531.73	15	Printed	Payroll	<input checked="" type="checkbox"/>	07/31/2019	
230	06/25/2019	BRATTAIN, STEVEN P	\$186.78	15	Printed	Payroll	<input checked="" type="checkbox"/>	07/31/2019	
231	06/26/2019	WOOD, GREGORY M	\$907.65	16	Printed	Payroll	<input checked="" type="checkbox"/>	08/31/2019	
232	06/21/2019	AMAZON.COM	\$125.54	1263	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
233	06/21/2019	ANALYTICAL LABORATORY & CONSULTANTS	\$55.00	1263	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
234	06/21/2019	Copeland Lumber Co	\$12.51	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
235	06/21/2019	CULLIGAN WATER SYSTEMS	\$160.00	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

From Date: 06/01/2019

To Date: 06/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
236	06/21/2019	DAHL DISPOSAL SERVICE	\$870.00	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
237	06/21/2019	EMERALD SPRINGS BOTTLED WATER	\$71.50	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
238	06/21/2019	MARY'S PEAK TRUE VALUE	\$44.88	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
239	06/21/2019	OREGON SMALL SCHOOLS ASSOCIATION	\$250.00	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
240	06/21/2019	ROGGENSTEIN, DONNA MARIE	\$40.44	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
241	06/21/2019	SMC CURRICULUM	\$40.00	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
242	06/21/2019	STAPLES ADVANTAGE	\$370.55	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
243	06/21/2019	Stutzman Services Inc.	\$1,208.92	1263	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2019	
244	06/21/2019	Warren, Abi	\$211.12	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
245	06/21/2019	XEROX CAPITAL SERVICES	\$722.02	1263	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
246	06/28/2019	ALADDIN CARPET CLEANING	\$400.00	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
247	06/28/2019	AMAZON.COM	\$433.14	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
248	06/28/2019	COASTAL REFRIGERATION	\$280.10	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
249	06/28/2019	KNUDSON, STACY BROOKE	\$201.50	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
250	06/28/2019	LINN BENTON LINCOLN ESD	\$2,580.00	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
251	06/28/2019	MARY'S PEAK TRUE VALUE	\$109.98	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
252	06/28/2019	STAPLES ADVANTAGE	\$66.58	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	
253	06/28/2019	Western States Electrical Construction	\$1,297.00	1267	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2019	

Total Amount: \$40,104.21

End of Report



October 7, 2019

TO: Eddyville Charter School Board of Directors
FROM: Jackie Olsen, CFO
RE: September 30, 2019 Financial Statements

Board Members,

Attached you will find the 2019-2020 financial statements through September 30, 2019 which presents actual revenue and expenditures through September 30, 2019 and projected revenue and expenditures through June 30, 2020. At this time, the estimated ending fund balance for FY19/20 is \$374,561, with \$100,000 of that balance reserved in Contingency.

We are working through the final steps in the audit and will hopefully have a final report by the end of the month and actual ending fund balances rolled into the new year by the next board meeting.

Please let me know if you have any questions or concerns regarding these statements.

*Financial Statements for FY18/19 are unaudited

Eddyville Charter School
General Fund: Statement of Revenue Budget Vs. Actual
For the Fiscal Year 2019-2020
As of 9/30/2019

Source	2019-2020 Budget	Actual YTD Rev. 9/30/2019	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/Under Budget	Total Actual* 6/30/2019	2018-2019 Budget
SSF Funding							
3101 State School Support Funds	2,446,204	818,684	1,783,136	2,601,820	(155,616)	2,290,048	2,153,079
3101 SSF- May Adjustment			-	-	-	44,581	
Total SSF Funding	2,446,204	818,684	1,783,136	2,601,820	(155,616)	2,334,629	2,153,079
Non State School Support Formula Sources							
Local Sources							
1510 Interest on Investments/Bank	1,400	547	1,692	2,240	(840)	1,920	1,200
1710 Admissions	3,000	-	-	-	3,000	4,499	-
1740 Fees	3,500	-	-	-	3,500	6,530	-
1920 Donations from Private Sources	2,000	-	-	-	2,000	7,523	-
1960 Recovery of Prior Year Exp.	500	-	-	-	500	-	500
1990 Miscellaneous Local Revenue	10,000	6,671	103	6,774	3,226	10,161	15,000
Total Non Formula Local Sources	20,400	7,219	1,795	9,014	11,386	30,633	16,700
Other Sources		-				-	
5400 Beginning Fund Balance	405,000	-	550,000	550,000	(145,000)	827,264	750,000
Total Other Sources	405,000	-	550,000	550,000	(145,000)	827,264	750,000
Total Non SSF Revenue	425,400	7,219	551,795	559,014	(133,614)	857,897	766,700
Total Resources	\$ 2,871,604	\$ 825,903	2,334,932	\$ 3,160,834	\$ (289,230)	\$ 3,192,526	\$ 2,919,779
				Less Estimated Requirements	\$ (2,789,273)		
				Estimated Ending Fund Balance	\$ 371,561		

*Financial Statements for FY18/19 are unaudited

Eddyville Charter School
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2019-2020
As of 9/30/2019

Function	Adopted 2019-2020 Budget	Actual YTD Exp. 9/30/2019	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/ Under Budget	% Committed	Total Actuals* 6/30/2018
Instruction							
1111 Elementary, K-6	652,963	62,251	538,066	600,317	52,646	91.94%	501,021
1121 Middle/Junior High Programs	363,012	42,730	358,999	401,728	(38,716)	110.67%	326,716
1122 Middle/Junior High School Extracurricular	23,762	4,060	16,552	20,613	3,149	86.75%	16,032
1131 High School Programs	436,426	39,292	359,377	398,669	37,757	91.35%	293,009
1132 High School Extracurricular	70,688	14,310	70,609	84,919	(14,231)	120.13%	67,731
Total Instruction	1,546,851	162,643	1,343,603	1,506,246	40,605		1,204,510
Support Services							
2122 Counseling Services	60,000	6,303.71	59,583				84
2130 Health Services	3,000	39	-	39	2,961	1.31%	
2210 Improvement of Instruction Services	1,000	-	-	-	1,000	0.00%	1,000
2230 Assessment & Testing	3,000	-	-	-	3,000		2,528
2240 Staff Development	9,200	-	-	-	9,200		
2310 Board of Education	67,764	37,004	15,333	52,337	15,427	77.23%	49,777
2321 Office of the Superintendent Services	99,541	22,480	241,395	263,875	(164,334)	265.09%	163,694
2411 Office of the Principal Services	257,416	37,182	202,796	239,978	17,438	93.23%	136,838
2520 Fiscal Services	48,300	53	48,399	48,453	(153)	100.32%	49,055
2542 Maintenance	365,361	124,187	271,280	395,467	(30,106)	108.24%	259,789
2552 Transportation	207,680	22,179	155,218	177,397	30,283	85.42%	218,372
2643 Staff Accounting Services	76,198	19,180	60,375	79,555	(3,357)	104.41%	73,108
2660 Technology	26,293	12,385	13,542	25,927	366	98.61%	36,489
Total Support Services	1,224,753	280,993	1,067,922	1,283,027	(118,274)		990,734
Other Requirements							
5200 Transfers of Funds	-	-	-	-	-		396,683
6000 Contingency	100,000	-	-	-	100,000	0.00%	-
Total Other Requirements	100,000	-	-	-	100,000		396,683
Total Requirements	\$ 2,871,604	\$ 443,635	\$ 2,411,525	\$ 2,789,273	\$ 22,331		\$ 2,591,927

Eddyville Charter School
Other Funds: Statement of Revenue Expenditures Budget Vs. Actual
For the Fiscal Year 2019-2020
As of 9/30/2019

Fund	Description	Beginning Fund Balance as of 7/1/2019	YTD Revenue	YTD Expenditures	Balance as of 9/30/2019
210	BLM Grant	0.00	0.00	0.00	0.00
212	BLM Grant L16AC00309	0.00	0.00	501.00	-501.00
213	STCCF - Independing Reading	0.00	2,989.00	2,934.86	
272	Emergency Preparedness	0.00	0.00	0.00	0.00
273	MidWay Foundation	0.00	0.00	0.00	0.00
274	Outdoor School	0.00	2,231.25	0.00	2,231.25
277	STCCF/Medical Responder Class	0.00	0.00	0.00	0.00
278	Oregon State Credit Union Mini Grants	0.00	0.00	10.46	-10.46
281	STCCF/Basketball Uniforms & Storage	0.00	0.00	0.00	0.00
283	STCCF/Science & Body Systems	0.00	0.00	0.00	0.00
298	High School Success	0.00	0.00	13,043.40	-13,043.40
299	Student Body Funds	35,090.50	15,318.86	6,450.20	43,959.16
400	Capital Project Funds	0.00	0.00	0.00	0.00
Totals		35,090.50	20,539.11	22,939.92	32,635.55

Eddyville Charter School
YTD Appropriations
For the Fiscal Year 2019-2020
As of 9/30/2019

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	\$ 1,546,851		\$ 162,643	\$ 1,223,431	\$ 1,386,074	\$ 160,777
2000 Support Services	\$ 1,224,753		\$ 280,993	\$ 615,205	\$ 896,198	\$ 328,555
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
Sub Totals	\$ 2,871,604	\$ -	\$ 443,636	\$ 1,838,636	\$ 2,282,272	\$ 589,332
Special Funds, 200						
1000 Instruction	\$ 31,050		\$ 14,720	\$ 4,361	\$ 19,081	\$ 11,969
2000 Support Services	\$ 39,354		\$ 1,770	\$ -	\$ 1,770	\$ 37,584
5200 Transfers	\$ 15,000		\$ -	\$ -	\$ -	\$ 15,000
Sub Totals	\$ 85,404	\$ -	\$ 16,490	\$ 4,361	\$ 20,851	\$ 64,553
Student Body Funds, 299						
1000 Instruction	\$ 75,000		\$ 6,450	\$ 1,110	\$ 7,560	\$ 67,440
Sub Totals	\$ 75,000	\$ -	\$ 6,450	\$ 1,110	\$ 7,560	\$ 67,440
Capital Projects, 400						
2000 Support Services	\$ 20,000		\$ -	\$ -	\$ -	\$ 20,000
4000 Facility Construction	\$ 327,161		\$ -	\$ -	\$ -	\$ 327,161
Sub Totals	\$ 347,161	\$ -	\$ -	\$ -	\$ -	\$ 347,161
Totals	\$ 3,379,169	\$ -	\$ 466,576	\$ 1,844,106	\$ 2,310,682	\$ 1,068,487

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2019

To Date: 09/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Account: 618680-8000

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
333	09/04/2019	Advanced Communication Services INC	\$583.90	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
334	09/04/2019	AMAZON.COM	\$722.65	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
335	09/04/2019	BSN Sports	\$309.54	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
336	09/04/2019	CAROLINA BIOLOGICAL SUPPLY COMPANY	\$14.25	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
337	09/04/2019	Crow Middle/High School	\$75.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
338	09/04/2019	CTL CORPORATION	\$2,380.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
339	09/04/2019	G AND K FLOORS	\$2,930.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
340	09/04/2019	HIGH CALIBER CONSTRUCTION	\$3,460.60	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
341	09/04/2019	IDEA PRINTWORKS	\$84.95	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
342	09/04/2019	MCLAIN, DAWNA L	\$30.00	1035	Printed	Expense	<input type="checkbox"/>		
343	09/04/2019	Northwest Playground Equipment INC	\$3,030.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
344	09/04/2019	OSAA	\$85.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
345	09/04/2019	Warren, Abi	\$28.93	1035	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
346	09/16/2019	EDDYVILLE POST OFFICE	\$400.00	1038	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
347	09/19/2019	AMAZON.COM	\$3,873.40	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
348	09/19/2019	ArmorZone Athletic	\$550.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
349	09/19/2019	CONSUMERS POWER INC	\$1,214.18	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
350	09/19/2019	Copeland Lumber Co	\$1,461.43	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
351	09/19/2019	COSA	\$450.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
352	09/19/2019	DAHL DISPOSAL SERVICE	\$887.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
353	09/19/2019	Earth20	\$87.99	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
354	09/19/2019	GROTH GATES HEATING	\$1,796.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
355	09/19/2019	Heinemann Publishing CO	\$935.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2019

To Date: 09/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Account: 618680-8000

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
356	09/19/2019	HOME DEPOT	\$1,979.62	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
357	09/19/2019	INDUSTRIAL WELDING SUPPLY	\$5.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
358	09/19/2019	KNUDSON, STACY BROOKE	\$30.16	1039	Printed	Expense	<input type="checkbox"/>		
359	09/19/2019	KRAFT, VICKI S	\$90.48	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
360	09/19/2019	LOOMIS, JACKIE DWAN	\$49.88	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
361	09/19/2019	Mulder Sheet Metal	\$390.00	1039	Printed	Expense	<input type="checkbox"/>		
362	09/19/2019	NEWPORT RENTAL SERVICE	\$26.40	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
363	09/19/2019	NORTHWEST TEXTBOOKS DEPOSITORY	\$2,016.44	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
364	09/19/2019	OREGON DEPARTMENT OF EDUCATION	\$118.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
365	09/19/2019	PAGE	\$317.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
366	09/19/2019	PIONEER TELEPHONE CO	\$1,315.97	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
367	09/19/2019	SAIF	\$1,108.78	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
368	09/19/2019	SCHOLASTIC INC	\$1,066.86	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
369	09/19/2019	SCHOOL SPECIALTY I	\$43.78	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
370	09/19/2019	SCHOOLFIX	\$4,358.29	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
371	09/19/2019	SMEED COMMUNICATIONS SERVICES	\$3,152.70	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
372	09/19/2019	SOU Admissions/Counselor Conferences	\$50.00	1039	Printed	Expense	<input type="checkbox"/>		
373	09/19/2019	STAPLES ADVANTAGE	\$570.54	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
374	09/19/2019	TOLEDO HIGH SCHOOL	\$100.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
375	09/19/2019	TRI COUNTY FIRE PROTECTION	\$689.84	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
376	09/19/2019	Western States Electrical Construction	\$3,183.00	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
377	09/19/2019	XEROX CAPITAL SERVICES	\$650.65	1039	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2019

To Date: 09/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Account: 618680-8000

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
378	09/23/2019	PACIFIC NORTHWEST COUNSELING, LLC	\$5,416.67	1042	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	
379	09/25/2019	OBTESHKA, TERRY L	\$389.84	3	Printed	Payroll	<input type="checkbox"/>		
380	09/25/2019	JOHNSON, CASEY	\$3,215.36	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
381	09/25/2019	Loomis, Dori	\$205.53	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
382	09/25/2019	Gentle, Raymond	\$1,411.61	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
383	09/25/2019	MCLAIN, DAWNA L	\$2,091.78	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
384	09/25/2019	Rariden, Brier	\$139.95	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
385	09/25/2019	BILDER, MATTHEW TYLER	\$3,239.23	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
386	09/25/2019	Duprau, Rebecca	\$1,590.32	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
387	09/25/2019	Gentle, Jennifer	\$3,878.65	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
388	09/25/2019	JOHNSON, HEATHER	\$2,622.99	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
389	09/25/2019	MOLINE, MARGARET L	\$512.83	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
390	09/25/2019	Renfrow, Laura	\$195.54	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
391	09/25/2019	Roberts, Xuemei	\$1,364.94	3	Printed	Payroll	<input type="checkbox"/>		
392	09/25/2019	FRIDAY, MORGAN	\$2,389.92	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
393	09/25/2019	MEIER, RUTH A	\$194.91	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
394	09/25/2019	Spikes, Ella	\$500.41	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
395	09/25/2019	WOOD, GREGORY M	\$1,895.80	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
396	09/25/2019	BRATTAIN, STEVEN P	\$194.91	3	Printed	Payroll	<input type="checkbox"/>		
397	09/25/2019	Loomis, Teal Grant	\$401.60	3	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2019	
398	09/27/2019	AMERICAN FIDELITY HEALTH SERVICES ADMIN	\$50.00	1049	Printed	Payroll Ded	<input type="checkbox"/>		
399	09/27/2019	Ray Klein Inc.	\$847.13	1049	Printed	Payroll Ded	<input type="checkbox"/>		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2019

To Date: 09/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Total Amount: \$79,453.13

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Student Body Checking
618680-8001

From Date: 09/01/2019

To Date: 09/30/2019

From Check:

To Check:

From Voucher:

To Voucher:

Account: 618680-8001

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
63	09/04/2019	Cheerzone	\$406.95	1036	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2019	

Total Amount: \$406.95

End of Report

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2019-2020

From: 7/1/2019

To: 6/30/2020

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
703 Classroom Supplies	.00	1,460.00	(60.00)	1,400.00	.00	1,400.00
704 Locker Fee	813.73	435.00	.00	1,248.73	.00	1,248.73
716 MS/HS Field Trip (6-12)	911.35	.00	.00	911.35	.00	911.35
719 Activities Bus	85.00	30.00	.00	115.00	.00	115.00
720 Elem Athletics	898.22	240.00	.00	1,138.22	.00	1,138.22
721 Boys BB	1,163.52	106.00	.00	1,269.52	.00	1,269.52
722 Girls BB	54.48	.00	.00	54.48	.00	54.48
724 VB	3,883.94	1,627.00	(4,035.00)	1,475.94	.00	1,475.94
725 Track	755.21	.00	.00	755.21	.00	755.21
727 Cheer	349.05	3,324.00	(1,208.52)	2,464.53	.00	2,464.53
728 Gate Receipts	.00	64.00	.00	64.00	.00	64.00
729 Pay to Play	.00	4,340.00	.00	4,340.00	.00	4,340.00
730 Football	511.91	152.00	.00	663.91	.00	663.91
748 PE Locker/Towel Fee 6-12	.00	690.00	.00	690.00	.00	690.00
749 Technology Fee	.00	1,590.00	(30.00)	1,560.00	.00	1,560.00
750 Art	16.05	.00	.00	16.05	.00	16.05
751 Drumming	129.03	.00	.00	129.03	.00	129.03
752 Hobby Hour	128.47	.00	.00	128.47	.00	128.47
754 Yearbook/Annual	586.12	.00	.00	586.12	.00	586.12
755 Concessions	573.26	.00	.00	573.26	.00	573.26
756 Foods	568.23	.00	.00	568.23	.00	568.23
757 Horticulture	2,249.55	.00	.00	2,249.55	.00	2,249.55
760 PAADA/OHANA	4,578.83	.00	.00	4,578.83	(25.00)	4,553.83

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2019-2020

From: 7/1/2019

To: 6/30/2020

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
761 Student Incentives	917.65	86.86	(42.88)	961.63	(144.00)	817.63
763 BLM	1,261.61	.00	(249.00)	1,012.61	.00	1,012.61
764 Drama	391.00	.00	.00	391.00	.00	391.00
765 Leadership	1,180.23	780.00	(299.95)	1,660.28	.00	1,660.28
766 EMR	70.00	.00	.00	70.00	.00	70.00
778 Sixth/Seventh/Eighth Grade	159.99	.00	.00	159.99	.00	159.99
779 Elementary General	1,219.17	.00	.00	1,219.17	.00	1,219.17
780 Kindergarten	1,461.32	.00	.00	1,461.32	.00	1,461.32
781 First Grade	1,718.58	.00	(174.95)	1,543.63	(47.50)	1,496.13
782 Second Grade	1,698.64	.00	(174.95)	1,523.69	.00	1,523.69
783 Third Grade	429.72	.00	(174.95)	254.77	.00	254.77
784 Fourth Grade	1,495.88	.00	.00	1,495.88	(304.50)	1,191.38
785 Fifth Grade	193.19	.00	.00	193.19	.00	193.19
787 Class of 2022	3,359.79	394.00	.00	3,753.79	(172.00)	3,581.79
788 Class of 2021	402.00	.00	.00	402.00	(416.50)	(14.50)
789 Class of 2020	356.76	.00	.00	356.76	.00	356.76
790 Class of 2019	362.34	.00	.00	362.34	.00	362.34
800 Class of 2023	106.68	.00	.00	106.68	.00	106.68
GRAND TOTALS	35,040.50	15,318.86	(6,450.20)	43,909.16	(1,109.50)	42,799.66

End of Report

**Administrative Report
October 2019**

Academic

- 🌀 Enrollment 214; 92 Elementary 122 secondary
 - Dr. Gray supports funding all students at the 80%/95% rate however it was brought to our attention that LCSD School Board must approve this request to increase the cap funding. I am requesting that we be added to their November agenda.
 - New students/families continue to inquire and we are open at all grades with the exception of 4th grade nearing cap. If additional funding beyond 200 is denied, we will have to create a waiting list and turn prospective students away. We currently have 4 waiting until after the LCSD Board meeting.
- 🌀 Student Council is being developed with co-advisors Ms. Whisler and Mrs. Austin. Students will also meet with admin. monthly to enhance the student voice component at ECS.
- 🌀 Spanish is now being offered by Mr. Rann Millar and Mrs. Doreen Millar to our middle school students and an extended program for our high school students. This brings our foreign language offerings on campus to three: Spanish, French and Chinese.
- 🌀 Indian education programs at all three levels are meeting every other week. Middle school students recently participated in a leadership workshop at Newport and there will be the Oregon Native Youth conference workshop offered in Portland on Dec. 7th and 8th. This two day workshop features a college fair, tour of PSU, Identification as a Native American, and cultural/artistic work sessions. We have 28 participants now and are thankful for this program.
- 🌀 MWEC conference in Oct. will have Mr. Wood as a guest and he will be able to access resources for his program of study. The football benches were recently completed and featured in our monthly newsletter that went out last week.
 - Mr. Wood and I are looking into ODE's Revitalization Grant with a quickly approaching November deadline.
- 🌀 Mrs. Austin's science program was able to raise the remaining funds to purchase the stream table.
- 🌀 First Thursday is coming back to ECS and expanding to k-12 and staff. Each first Thursday of the month, community members can come to school the last 30-minutes of the day to read with their student. Secondary students can also team with elementary as part of our RJ mentor program, and all students and staff will drop and read during this time. Reading is critical and we all need to model that for our students. Nov. 1st is the first official First Thursday. ECS will be doing this on the 10th of Oct. to kick it off on campus, however, as decided in our all-staff meeting.
- 🌀 K-5 pumpkin patch field trip was a hit with over 30 volunteers.
- 🌀 Secondary good-grades incentive trip is scheduled for Oct. 17th.
- 🌀 ECS's first PBIS/SOAR assembly was held Sept. 25th, and many new faces received recognition.
- 🌀 PBIS leadership team meets monthly, completed the TFI and has a list of items to work on. LCSD has shared some lessons around PBIS framework/Attendance Initiative and we will be incorporating during our advisory sessions which take place on Wednesdays.
- 🌀 AdvancED leadership team meets monthly, and we recently analyzed the scoring guide and our assessment. We identified red areas and created a plan for those goals. Our first one is the creation of a student council to better represent out student voice. Others include PD on

Danielson instruction model/evaluation and enhancing our student engagement and rigor through collaborative learning structures and proven instructional strategies.

- 🌀 Conferences are being held on Oct. 24th, 12:30-8:00. Interpreter resources are available this year.
- 🌀 During our monthly 'On-track' leadership meeting, we are pulling D/F lists and credit deficit lists and making appropriate contacts/meetings with student and family.
- 🌀 During bi-monthly attendance team meetings, we are identifying patterns of chronic absenteeism or at risk rates and establishing support services per case. LCSD advisor, ECS counselor, attendance secretary, and Admin. make up this team.
 - LCSD has also shared their attendance training materials and we are currently working through those systems/protocols.

Admin. & Facilities

- 🌀 Technology issues of connectivity are increasing at all levels. We have been closely working with our ESD contact to find a permanent solution. This is a work in progress and one that our tech. representative and ESD are pouring hours into.
- 🌀 PACE has been out to inspect our campus and there is one final inspection this week. So far, we are in compliance and they are pleased with our improvements.
- 🌀 PACE has also been scheduled to conduct an NCI training for all staff.
- 🌀 ECS's presentation of our CIP/SIP and Tech. plans were presented to Dr. Gray and her team. You are each provided with copies of these plans. Dr. Gray and LCSD are extremely happy with our progress so far, our goals, and strategic plan in implementing to achieve our goals. Title I funding is being allocated and I will need to create a budget narrative to access these funds. We are listed as Targeted with ODE, so I am working to identify the specifics and write the budget accordingly. ADM is being funded beyond our 200 cap as well. These are both extremely positive actions. Dr. Gray also supports us working toward improved facilities. At this point, we are asking their facilities department to help acquire more bids and I spoke with Sue Graves and she is willing to assist me in rewriting our seismic grant.
- 🌀 Attendance is one of our priorities/goals and we are currently outperforming last year by 9.8%. We are up to 83% regular attendance up from 68% last year. Numerous systems are in place to support this goal, and it is already paying off.
- 🌀 Lauren with First Student has been checking in frequently and bus services have greatly improved. They are building dashboards for all of our office staff, currently, and including us in a training this Friday.
- 🌀 Mickey with Wilson Motors has found a vehicle (2018 14-passenger, MPV certified) and we will meet next week when he returns. I will bring numbers to the board before a decision to trade or sell is finalized.
- 🌀 After inspection of our current weight room/equipment, we are in dire need of new and fully functioning equipment. I wrote a grant to replace all systems, free weights, floor mats, and attachments. We will have an answer within the month. Meanwhile, I have BSN working on taking our room measurements and aligning to our equipment wish list. I will keep everyone updated on this project.

- 🌀 Animals in the classrooms or campus policy is in place for LCSD. When ECS doesn't have a specific policy in place, we refer to/follow the policy that LCSD has in place. LCSD's ING-AR(1) is thorough and we are following for now. It is included as a first reading, and we can adjust if you prefer, but it addresses all animal situations.
- 🌀 Roofing quotes are coming in, but we still don't have the 3rd. Gym column and siding are also underway with Gerding Construction. I am reaching out to LCSD to get assistance in additional quotes as we cannot proceed without three quotes.
- 🌀 Counseling office and business office spaces are finished and look and feel professional. It is a great addition to our school in both the physical space and the services provided.
- 🌀 The Health room/ Student-based Health Center is currently being restructured to accommodate our new hire and our student needs.
- 🌀 Monthly Charter Webinars are scheduled to keep ECS updated on legislation as it relates specifically to charters. The first one is next week.
- 🌀 COSA's Superintendent's Academy (year 2) begins Oct. 16th. This cohort will meet four more time throughout the year.
- 🌀 PD/Meeting calendar has been updated and meeting templates were dispersed and discussed as a tool to keep meetings focused and data/goal driven.
 - PFLAG/Equitable practice training, Instruction and Evaluation with AVID and Danielson, Edmentum online courses program and Ready math trainings were held on the Sept. PD.
 - Writing workshops with Victoria Ricketts will be held on the Oct. PD.
- 🌀 Preliminary state report cards are created/submitted.
- 🌀 Preliminary work is starting with meeting and implementing a Forestry component. Representatives from PEAS project, OSU, and field experts are meeting to see how we can implement a curriculum around forest management practices and timber revenue as it relates to funding education. This initial meeting will take place in the next month.
 - Mr. Johnson and I are also meeting to discuss the grant process for Farm to School grants with ODE.

Athletics Board Report 10/8/19

As we reach the final few weeks of the fast fall sports season, things have continued to improve in all sports! We've got a lot of teams to be proud of right now and lots of athletes who are working extremely hard in the classroom as well as on their field/court.

Season Updates

- High School Volleyball: The girls have continued their steady play and improvements and are 7-7 currently. With a big flurry of matches to finish the regular season, the next two weeks will be crucial in deciding league playoff position. They currently sit at 5th place in the league with 9 matches to play in the final weeks.
- High School Football: With back-to-back wins things are looking vastly improved for our football team right now. The team won a spirited game at Jewell to get the first win of the year, and followed it up with a dominant home performance over Crow the week after. With two regular season games remaining (at Gilchrist, and homecoming vs. McKenzie), the team is looking to finish the year strong.
- High School Cross Country: The cross country team is improving week by week, consistently taking on larger schools with big teams. Payton Rockmore is the teams quickest runner currently with a season record of 20:48 at the Toledo Invitational.
- High School Cheer: The team has worked very hard to learn new cheers and dances and has done a tremendous job cheering at both of our home football games so far. As one of only two schools in the league with cheer, it's so beneficial to the environment and school spirit at our games.
- Middle School Football: The middle school football team has been dominant so far, winning all three games by multiple touchdowns. They look to continue this in the coming weeks as they play McKenzie, Siletz, Alsea, and finish off with a contest at home against Triangle Lake that could be a match up of the top two teams in the league.
- Middle School Volleyball: The team has been playing well as of late and is really coming on strong as a group. With 13 girls, the future Eddyville volleyball seems to be bright! They take on McKenzie, Falls City, and Siletz in the next three contests.

Grade Checks

Our first round of athlete grade checks was very successful. We set a rigorous standard for them, and many have taken it to heart and have put in more effort in the classroom than seen in previous years. This is a testament to our teachers supporting our students, and also our coaches making our team environments ones that student-athletes don't want to miss out on.

Lincoln County School District

Code: **ING**
Adopted: 2/11/03
Revised/Readopted: 6/14/16 (Effective 7/01/16)
Orig. Code(s): ING

Animals in the District

The Board recognizes that observation of animals by students can provide valuable and unique perspectives of life processes not provided by other modes of instruction. The Board also recognizes that there can be medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on district property. Animals may be permitted in the classroom or on district property under established guidelines.

The superintendent or designee will develop regulations to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 659A.400](#)

[OAR 581-053-0230\(9\)\(j\)](#)

[OAR 581-053-0430\(16\)](#)

[OAR 581-053-0330\(1\)\(q\)](#)

[OAR 581-053-0531\(15\)](#)

[OAR 581-053-0010](#)

Americans with Disabilities Act of 1990, 104 Stat. 327, 42 U.S.C. § 12101 et seq. (2006); 28 CFR §§ 35.104, 35.136 (2006).
Americans with Disabilities Act Amendments Act of 2008.

Animals in the Classroom or on District Property

Animals may be housed in classrooms or on district property for specified and appropriate educational purposes. The following guidelines apply to the presence and use of animals (vertebrates and invertebrates) in the classroom or on district property:

1. Animals serving the disabled would be an exception to this regulation;
2. Prior to any exposure to furred or feathered animals in school, the teacher should be aware of any student conditions, such as allergies, that could be exacerbated by exposure to the animals. Appropriate and reasonable accommodations will be accorded to protect the health of such individuals;
3. The teacher must be familiar with the appropriate care, feeding and handling of the animals. It is the responsibility of the teacher to create a plan of care for classroom-housed animals, including care on weekends and during emergency closure. The plan should include the future care or appropriate disposition of the animals;
4. Each teacher is responsible for the proper control of animals brought to the classroom for instructional purposes, including the effective protection of students. This includes keeping the animals in appropriate cages or containers for the protection of the animals and individuals;
5. Teachers are responsible for the clean and sanitary maintenance of animal housing and the prompt removal of animal wastes from other areas of the school or school grounds;

Students may be involved in the care and handling of the animals, but must receive instruction on necessary safety precautions. Students may not be required to clean animal housing or remove wastes;

6. No wild mammals shall be allowed unless under the control of an individual trained in the care and management of the animals (e.g., zookeepers, docents, veterinarians, etc.);
7. All animals brought for exhibit must be restrained/controlled by the owner/handler;
8. No poisonous animals are allowed unless brought in cages/containers that prevent contact with students and staff;
9. Animals are to be housed in classrooms only for specified and appropriate educational purposes for the time necessary to achieve the educational goal;

10. Teachers sponsoring or supervising the use of animals in instructional activities will adhere to local, state, and national laws, policies, and regulations regarding the animals;
11. No animals will be allowed free range in facilities or on school property;
12. Where the application of these guidelines is in question, the building administrator has the authority to determine the appropriateness of the presence of an animal in the school or on school property.

Animals in District Facilities

Please provide the following information about the service animal¹.

- 1. Parent/Staff and/or emergency contact information: _____

- 2. Is the service animal required due to a disability? Yes No

- 3. Describe the nature of the work or task the service animal is trained, or is being trained to do or perform to² meet the student's/staff's individual needs:

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

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

Eddyville Charter School

Code: GCDA/GDDA
Adopted:

Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, the public charter school shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by law. Other individuals, as determined by the public charter school, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, criminal records checks or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All individuals employed as or by a contractor, whether employed part-time or full-time, considered by the public charter school to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. ^[3]Any individual considered for volunteer service with the public charter school who is allowed to have direct, unsupervised contact with students.

The public charter school will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or [volunteer] forms.

[The public charter school shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions⁴:

1. Head coach;

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the public charter school has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting.

³ If the public charter school allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and public charter schools are required to conduct criminal records checks on these volunteers.

⁴ If the school requires fingerprinting for certain volunteer positions, the public charter school is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the school that require such fingerprinting.

2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off school property for a school-sponsored activity.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the public charter school and may be charged a fee by the public charter school. A subject individual may request the fee be withheld from the amount otherwise due the individual.

When the public charter school is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the public charter school is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the public charter school, or if employed by the public charter school may be terminated. A subject individual who failed to disclose the presence of convictions that would not otherwise prohibit employment or contract with the public charter school as provided by law may be employed or contracted with by the public charter school

The public charter school's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The public charter school shall not begin the employment of a subject individual or terms of a public charter school contractor before the return and disposition of the required criminal records check.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer in a position identified by the public charter school as requiring a fingerprint-based criminal records check will not begin before the return and disposition of a state and national criminal records check based on fingerprints.]

A volunteer who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may result in immediate termination from the ability to volunteer in the public charter school.

The public charter school administrator shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the public charter school to the Superintendent of Public Instruction as a contested under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the school to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)

[ORS 181A.230](#)

[ORS 326.603](#)

[ORS 326.607](#)

[ORS 336.631](#)

[ORS 338.115\(h\)](#)

[ORS 342.127](#)

[ORS 342.143](#)

[ORS 342.223](#)

[OAR 414-061-0010 - 0030](#)

[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)

[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Eddyville Charter School

Code: GCDA/GDDA-AR

Revised/Reviewed:

Criminal Records Checks and Fingerprinting

Requirements

1. An individual who is an employee¹ of a public charter school, full-time or part-time, shall be required to submit to a criminal records check and fingerprinting.
2. Any individual newly hired, whether full-time or part-time, employee² and not requiring licensure under ORS 342.223 as a teacher, administrator, personnel specialist or school nurse, shall be required to submit to a criminal records check and fingerprinting.
3. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to submit to a criminal records check and fingerprinting with TSPC.
4. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.
5. Any individual hired as or by a contractor and³[, whether part-time or full-time,] into a position having direct, unsupervised contact with students as determined by the public charter school shall submit to a criminal records check and fingerprinting.

The public charter school administrator will identify contractors who are subject to such requirements.

6. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.
7. [⁴]A volunteer allowed by the public charter school into a position that has direct, unsupervised contact with students shall submit to a criminal records check.
8. A volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy⁷ by the public charter school as requiring a fingerprint-based criminal records check, shall undergo a state and national criminal records check based on fingerprints.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the public charter school has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Ibid. 1 p. 1

³ A contractor's employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the public charter school.

⁴ [If the school allows volunteers to have direct, unsupervised contact with students, the school is required to conduct criminal records checks on these volunteers. Choose the bracketed language options in 7, 8 and 9 of this policy that align with school practice. If the school allows volunteers to have direct, unsupervised contact with students the presented language is required.]

9. A volunteer that is not likely to have direct, unsupervised contact with students will not be required to undergo an in-state criminal records check.]

Exceptions

A newly hired employee⁶ is not subject to fingerprinting if the public charter school has evidence on file that the employee successfully completed a state and national criminal records check for a previous employer that was a public charter school, ESD or school district, and has not resided outside the state between the two periods of employment.

Notification

1. The public charter school will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks completed by the Oregon Department of Education (ODE) that impact employment, contract or volunteering may be appealed as a contested case to ODE;
 - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment, or contract status or the ability to volunteer in the public charter school;
 - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on public charter school employment applications, contracts or ODE forms (written or electronic) may result in immediate termination from employment or contract status;
 - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
 - g. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number may will result in immediate termination from the ability to volunteer with the public charter school. The public charter school will remove the volunteer from the position allowing direct, unsupervised contact with students.
2. The public charter school will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the public charter school. The public charter school shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. Fingerprints may be collected by one of the following:
 - a. Employing public charter school staff;
 - b. Contracted agent of employing public charter school; or

⁵ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

⁶ Any individual hired within the last three months.

- c. Local or state law enforcement agency.
- 3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the public charter school will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
- 4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the public charter school of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or contract or volunteering.
- 5. A copy of the fingerprinting results will be kept by the public charter school.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the public charter school including persons hired as or by contractors, shall be paid by the [individual] [public charter school].
2. An individual offered a contract or employment by the public charter school may, only upon request, request that the amount of the fee be withheld from the amount otherwise due the individual in accordance with Oregon law.
3. Fees associated with required criminal records checks for volunteers shall be paid by the individual or public charter school.
4. Fees associated with a required fingerprinting for volunteers shall be paid by the individual or public charter school.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the public charter school upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification⁷ from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.
2. A subject individual may be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any public charter school policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the public charter school.
5. If the public charter school has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.
6. A volunteer who knowingly makes a false statement, as determined by the public charter school, on a public charter school volunteer application form may be denied the ability to volunteer in the public charter school.

Appeals

⁷ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the public charter school to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records check by ODE that prevents the ability to volunteer with the public charter school to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.