

*Andy Bellando*  
*Interim Superintendent*

*2019-20*  
*Board of Directors*

*Michael Blanchard*

*Michael Bollman*

*Dave Hunt*

*Matt Posey*

*Jon Woods*

**Board Secretary**  
**Juli Lichtenberger**

Please join us at our  
school board meetings.  
Unless otherwise  
scheduled the board  
meets the second and  
fourth Mondays  
of the month.

**District Office**  
**Board Room**  
**6:30 p.m.**

**Mission Statement**  
*We will provide the  
highest quality  
education, ensuring  
every student develops  
the academic,  
functional,  
professional-technical,  
and social-emotional  
skills necessary to  
succeed in life.*

**Dallas School District**  
**111 SW Ash Street**  
**Dallas OR 97338**

**503.623.5594 ph**  
**503.623.5597 fax**

**Agenda**  
**Board Meeting, via Zoom**  
**April 13, 2020**  
**6:30 p.m.**  
**Dallas School District Board Room**

**Join Zoom Meeting**  
<https://us04web.zoom.us/j/909634214?pwd=ekU5alRZbldtQXlGQ0ZoNi9DNStNdz09>

Meeting ID: 909 634 214 Password: 8N5hd8

- 1.0 Welcome/Pledge of Allegiance**
- 2.0 Approval of the Agenda**
- 3.0 Good News**
  - 3.1 Certified Athletic Trainer, Jennifer Krug, was awarded the Northwest Athletic Trainers Association Director's Award! Congratulations Jennifer!
  - 3.2 Huge appreciation for ALL our staff, districtwide, for connecting with all families this week. This is an enormous undertaking, and these connections are proving very important for our students and families. Staff are leading with heart every day, as we are learning and navigating our new normal.
  - 3.3 Dallas High School ASB held a Blood Drive on April 6, 2020 with 40 people donating.
- 4.0 Student Report – Miriam Johnson (Board Goal 1)**
- 5.0 Public Comment**
- 6.0 Announcements**
  - 6.1 April Calendar 748
  - 6.2 Citizens Oversight Committee Meeting, April 20, 2020 at 6:00 p.m. \*Postponed due to current closure. Date TBD.
  - 6.3 Next board meeting will be April 27, 2020 at 6:30 p.m.
- 7.0 Consent Agenda**
  - 7.1 Approval of March 9, 2020, Board Minutes 749
  - 7.2 Staffing Report 754
- 8.0 Financial Report – Debbie MacLean (Board Goal 3) 755**
- 9.0 Revised Budget Calendar (Board Action) (Board Goal 3) – Debbie MacLean 758**
  - 9.1 Set second Budget Committee Meeting Date
- 10.0 Revised 2019-2020 School Year Calendar (Board Action) (Board Goal 1) – Dennis Engle 759**

<b>11.0</b>	<b>Math Curriculum Adoption Discussion (Board Goal 1) – Andy Bellando &amp; Shannon Ritter</b>	
<b>12.0</b>	<b>Board Book Discussion – Andy Bellando</b>	
<b>13.0</b>	<b>Administrative Rules (Information Only) (Board Goal 1)</b>	
13.1	GCBDA/GDBDA-AR	760
<b>14.0</b>	<b>Policies Second Reading (Board Goal 1)</b>	
14.1	JEC – Admissions	776
<b>15.0</b>	<b>Reports</b>	
15.1	Facilities Project Update – Bob Archer (Board Goal 2)	778
15.2	Distance Learning Update – Andy Bellando (Board Goal 1)	
15.3	Enrollment Report (Board Goal 3)	780
15.4	Charter Schools Enrollment Reports	782
15.5	Charter Schools Budget Reports	784
15.6	Charter Schools Board Meeting Minutes and Agendas	790
<b>16.0</b>	<b>Executive Session per ORS 192.660</b>	
	(h) To Confer with Legal Counsel Regarding Pending Litigation or Litigation Likely to Be Filed	
<b>17.0</b>	<b>Adjourn</b>	



*Working together for all students to achieve high levels of learning*



## Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled “public comment.” It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board’s work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

If you wish to address the Board, please fill out the request for public comment form available outside the board room. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board secretary with your request by simply handing them the public participation form. This will be directed to the board chair.

Thank you for taking an interest in student education.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception  
Dallas School District 2  
111 SW Ash Street  
Dallas, OR 97338  
503-623-5594

Or: e-mail [compliance.officer@dsd2.org](mailto:compliance.officer@dsd2.org)

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**Andy Bellando**, Interim Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Dave Hunt • Matt Posey • Jonathan Woods

# April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 Board Meeting 6:30 p.m.	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Board Meeting 6:30 p.m.	28	29	30		



**Minutes**  
**Board Meeting**  
**March 9, 2020**  
**Work Session - 2:45 p.m.**  
**Board Meeting – 3:45 p.m.**  
**Whitworth Elementary School Library**

**Present:** Michael Blanchard, Dave Hunt, Mike Bollman, Jon Woods, Andy Bellando, Juli Lichtenberger, Darrick Bruns, Shannon Ritter, Autymn Galbraith, Dennis Engle, Steve Spencer

**Visitors:** Whitworth Staff, Pally Mann

**Excused:** Matt Posey

**Work Session with Whitworth Staff**

- **Introductions**
- **What student data are we reviewing during PLC time to identify individual student needs?**  
Staff share with each other tracking information in reading and math. This information is used for placement of students. Various programs are used to track progress and information is shared with Title I staff. PBIS team shares behavior data.
- **What are we doing when individual student growth is not happening?**  
When staff are not seeing the growth in students that hoped to see, they review the student's cum file and look for any trends and background. Teachers talk with each other to come up with ways to help the student. Evaluations are done to find out if the student might need Title I help or other support services including the Student Intervention Team (SIT). Staff also communicate with parents. Discussion was held regarding communication between the buildings about students and their needs.
- **What's most important to you as a staff?**  
Safety for all, sense of community, staffing, school climate, a full-time counselor. The HOWL Room works well, however, there are growing needs and will need additional supports. Staff would like to see music added for students. Safety for all, which includes safety for escalating students as well as those around them.
- **What is working for you and what is not?**  
Staff shared what is working. The HOWL Room is amazing. The new Title I program that fourth grade is working with, common assessments and Shake and Bake time are all going well. RULER, Project Lead the Way for science as well as STEAM, allows kids who may not shine in other areas to in this environment.

What is not working for staff was shared. Not holding kids accountable for their actions like vandalism and behavior. Staff would like to have curriculum alignment. Staff would like to have more time for vertical alignment to meet with the other buildings, LaCreole and the two K-3 buildings.

### **Regular Board Meeting**

**Present:** Michael Blanchard, Dave Hunt, Mike Bollman, Jon Woods, Matt Posey, Andy Bellando, Juli Lichtenberger, Darrick Bruns, Shannon Ritter, Autymn Galbraith, Dennis Engle, Steve Spencer, Bob Archer, Kim Kellison, Debbie MacLean, Jamie Richardson, Tim Ray

**Visitors:** Pally Mann, Rich Slack, Gloria Lundin, Chris Pineda, Kris Golley, Craig Button, Bill Conlon, Jolene Guzman, Kristen Goulding, Monica McQueen

#### **1.0 Welcome/Pledge of Allegiance**

#### **2.0 Approval of the Agenda**

Mike Bollman moved to approve the agenda as presented, seconded by Dave Hunt. The motion passed unanimously.

#### **3.0 Good News**

- 3.1 Lyle recently celebrated Community Hero Day. Police, Fire, EMT, Nurse and Military representatives shared with the students about their jobs and answered the question, "what makes someone a hero?"
- 3.2 Oakdale recently had 314 students and parents attend their reading night!
- 3.3 Morrison Community Internship Program
- 3.4 Congratulations to the February LaCreole Cats of the Month!
  - 6<sup>th</sup> Grade – Lindsey Foulkner
  - 7<sup>th</sup> Grade – Riley Garcia
  - 8<sup>th</sup> Grade – Kaitlyn Ragan
- 3.5 Luke Hess is the DHS Rotary Student of the Month for February, 2020. Congratulations Luke!
- 3.6 Congratulations to all the DHS wrestlers who competed at the State Tournament! State Placers were:
  - 5<sup>th</sup> Place: Issac Jones & Cael Morrison
  - 4<sup>th</sup> Place: Cooper Hise
  - 3<sup>rd</sup> Place: Kimmy Holgate
  - State Champion: Ashton Brecht!

#### **4.0 Student Report – Miriam Johnson (Board Goal 1)**

Ellie Schilling, ASB Vice President at Dallas High School, shared the report for Miriam Johnson. Ellie shared Romeo and Juliet just finished production. Ties and Tiaras, a father-daughter dance, is coming up.



## **5.0 Public Comment**

Steve Spencer and Chris Pineda shared information regarding the upcoming premier of The Promise which was recently filmed at Dallas High School. The premier will be held on April 10, 2020 at the Elsinore Theater in Salem.

## **6.0 Announcements**

- 6.1 March & April Calendars
- 6.2 Citizens Oversight Committee Meeting, March 16, 2020 at 6:00 p.m.
- 6.3 No board meeting on March 23, 2019 – Spring Break
- 6.4 Next board meeting will be April 13, 2020 at 3:30 p.m. at Lyle Elementary School following a Work Session at 2:30 p.m.
- 6.5 Finance Committee Meeting, March 19, 2020 at 6:30 p.m.

## **7.0 Consent Agenda**

- 7.1 Approval of February 24, 2020, Board Minutes
- 7.2 Staffing Report  
Mike Bollman moved to approve as presented, seconded by Matt Posey. The motion passed unanimously.

## **8.0 Dallas Community School Charter Renewal Request (Board Action)**

Andy Bellando, Interim Superintendent, shared his support and recommendation to approve the Dallas Community School Charter renewal. Andy reminded the Board that Kristin Miles with Oregon School Boards Association (OSBA) also supported the approval. Expansion of a high school program will require further discussion. Andy suggested setting a maximum enrollment of approximately 250 students in the K-8 program. Mike Bollman moved to approve a five-year renewal of the charter agreement between Dallas Community School and Dallas School District, seconded by Matt Posey. The motion passed unanimously.

Mike Bollman moved to authorize the Superintendent to enter into contract negotiations with Dallas Community School on behalf of the Dallas School Board, seconded by Dave Hunt. The motion passed unanimously.

## **9.0 Financial Report – Debbie MacLean (Board Goal 3)**

Debbie MacLean, Director of Fiscal Services, shared the finance report for period ending February 2020. The ending fund balance projections have increased slightly. High cost disability grant has been submitted. The Student Investment Account monies will not be contributing to the General Fund. The General Fund is challenging with the declining enrollment and high cost reimbursement lower than expected. Debbie shared some budget history. Discussion was held regarding asking the Budget Committee to establish some budgeting goals as they start meeting in the spring.



**10.0 Health Management and Response Update (Board Goal 2) – Andy Bellando**

Andy Bellando lead a discussion with the Board regarding health management in response to COVID-19, Coronavirus. The district has taken various steps including meeting with city officials, contacting the Polk County Health Department, additional training with custodial and maintenance staff, classrooms have received additional cleaning supplies as requested, and our District Nurse communicates information to staff and families.

**11.0 Staffing Recommendations 2020-2021 (Board Action) (Board Goal 1) – Dennis Engle**

Dennis Engle, Director of Human Resources, shared the staffing recommendations list of contract renewals and contract extensions. Matt Posey moved to approve the staffing recommendations for 2020-21, seconded by Jon Woods. The motion passed unanimously.

**12.0 District Calendar 2020-21 School Year (Board Action) (Board Goal 1) – Dennis Engle**

Dennis Engle shared the proposed calendar for the 2020-21 school year. Discussion was held. Jon Woods moved to approve the district calendar for the 2020-21 school year, seconded by Mike Bollman. The motion passed unanimously.

**13.0 Student Investment Account Plan (Board Action) (Board Goal 3)**

Andy Bellando shared with the Board that the plan is reflective of community input, priorities by our staff members, and Board feedback. Shannon Ritter, Director of Teaching and Learning, shared changes in the document since the last board meeting. Discussion was held. Matt Posey moved to approve the Student Investment Plan, seconded by Jon Woods. The motion passed unanimously.

**14.0 Mid-Willamette Regional Technical Education Center – Andy Bellando**

Andy Bellando stated he had previously shared an interest in investing in the Mid-Willamette Regional Technical Education Center in Salem. However, given budget restraints he would like to reconsider and remove Dallas School District from the project. The Board agreed that is the right decision at this time.

**15.0 Policies First Reading (Board Goal 1)**

**15.1 JEC - Admissions**

Policy to be moved to second reading.

**16.0 Reports**

**16.1 Facilities Project Update – Bob Archer (Board Goal 2)**



Bob Archer, Director of Facilities, stated there is a Land Use Hearing tomorrow for the CTE building. The permit fees have been established and staff are working on obtaining them. The probable cost for the building is higher than anticipated. Bob is working with the architect on a value engineering plan to get the building back within budget. Bob is speaking with the architect about considering to wait until the fall to establish some savings. The Roof Top Units (RTU) have been ordered and the project will begin at the end of June.

- 16.2 Enrollment Report (Board Goal 3)
- 16.3 Charter Schools Enrollment Reports
- 16.4 Charter Schools Budget Reports
- 16.5 Charter Schools Board Meeting Minutes and Agendas

**Board Chair, Michael Blanchard, read in a statement adjourning the Board into Executive Session.**

**17.0 Executive Session per ORS 192.660**

(h) To Confer with Legal Counsel Regarding Pending Litigation or Litigation Likely to Be Filed

(d) To Confer with Persons Designated by the Board to Carry on Labor Negotiations

(i) To Evaluate the Employment-Related Performance of District Personnel

**The Board adjourned back into regular session.**

**18.0 Adjourn at 6:31 p.m.**

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**Board Chair / Michael Blanchard**

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**Date**

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**Board Secretary / Juli Lichtenberger**

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**Date**

**Board Staffing Report  
April 2020**

Date Added	Group	First	Last	Description	Action	Effective Date	Center	Position	Code	Hrs.	FTE	Cal.
3/4/2020	Admin	Monica	Boland	Resignation w/o DSD benefits	resignation	6/30/2020	LCMS	Assistant Principal		8	1	220
3/24/2020	Licensed	Emily	Boyd	New Hire	new hire	8/31/2020	Lyle	3rd grade teacher		8	1	190
3/24/2020	Licensed	Suzanne	Cassim	New Hire	filled from vacancy new hire previously employed	8/31/2020	DHS	Math Teacher		8	1	190
4/2/2020	Classified	Dennis	Robertson	resignation w/o benefits	filled from vacancy resignation	4/2/2020	MC	Instructor	E12B	3		E2
4/6/2020	Classified	Natalie	Noack	resignation w/o benefits	resignation	3/12/2020	LCMS	Special Needs II	E05B	5.5	0.6875	E2
4/3/2020	Licensed	Janet	Lebold	LTS	long term sub for Katie Bradley	4/6/2020	WW	4th grade teacher		8	1	49



GENERAL FUND									75.0%	
FUND 100	Revenue & Resources		Jan-20	Feb-20	Mar-20	YTD Total	Projected	Total Received & Projected	Budget	YTD %
	Beginning Fund Balance		-	-	-	1,992,641	-	1,992,641	1,460,000	136.5%
	Taxes		60,729	54,596	165,338	7,384,253	200,825	7,585,077	7,453,750	99.1%
	Interest Income		19,717	17,339	16,313	136,202	44,553	180,755	125,000	109.0%
	State School Funds		2,148,623	2,133,042	2,133,042	21,457,647	4,031,145	25,488,792	25,960,931	82.7%
	Common School Fund		-	-	167,601	167,601	167,601	335,202	340,000	49.3%
	Other Sources		64,284	7,667	41,528	276,490	589,435	865,925	1,220,050	22.7%
	Total Revenue		2,293,353	2,212,644	2,523,822	31,414,834	5,033,559	36,448,394	36,559,731	85.9%
	FY 2018-2019		2,159,810	2,073,231	2,353,857	28,189,932				
	Expenditures by Object:		Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %
	100 Salaries		1,388,925	1,443,650	1,412,762	10,732,565	5,906,016	16,638,581	16,434,446	65.3%
	200 Associated Payroll		812,759	838,091	816,870	6,312,232	3,163,605	9,475,837	9,966,018	63.3%
	300 Services		721,354	660,764	650,831	5,588,244	1,771,040	7,359,284	7,413,726	75.4%
	400 Supplies & Materials		34,496	27,809	25,746	529,633	147,285	676,917	905,700	58.5%
	500 Equipment		-	10,470	-	10,470	-	10,470	25,000	41.9%
	600 Dues, Fees & Insurance		7,252	1,544	165	211,658	270	211,928	215,030	98.4%
	700 Fund Modifications		-	-	-	-	-	-	10,000	0.0%
	800 Planned Reserve		-	-	-	-	-	-	1,589,811	0.0%
	Not Yet Encumbered/Projected							569,914		
	Total Expenditures		2,964,786	2,982,327	2,906,374	23,384,802	10,988,216	34,942,932	36,559,731	64.0%
	FY 2018-2019		2,666,085	2,779,405	2,711,599	21,664,193				
	Expenditures by Function: (Appropriated)		Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %
	1000 Instruction		1,881,436	1,964,784	1,918,532	14,827,311	7,450,858	22,278,169	22,903,494	64.7%
	2000 Support		1,083,350	1,017,542	987,842	8,557,492	3,537,357	12,094,849	12,056,426	71.0%
	3000 Community Service		-	-	-	-	-	-	-	-
	5000 Transfers		-	-	-	-	-	-	10,000	0.0%
	6000 Contingency		-	-	-	-	-	-	1,589,811	0.0%
	Not Yet Encumbered/Projected							569,914		
	Total Expenditures		2,964,786	2,982,327	2,906,374	23,384,802	10,988,216	34,942,932	36,559,731	64.0%
	FY 2018-2019		2,666,085	2,779,405	2,711,599	21,664,193				
INVESTMENTS			Jan-20	Feb-20	Mar-20					
	LGIP 5703 - SSF/Taxes									
	Beginning Balance		10,027,373	9,536,061	8,815,898					
	Interest		19,689	17,318	16,273					
	Deposits		2,231,175	2,207,987	2,528,925					
	Fees		(0)	(0)	(0)					
	Withdrawals		(2,742,177)	(2,945,467)	(2,863,062)					
	Month-End Balance		9,536,061	8,815,898	8,498,034					
	LGIP 5770 - Debt Service									
	Beginning Balance		2,936,328	2,964,116	2,989,881					
			Jan-20	Feb-20	Mar-20					
	Interest		5,611	5,299	5,317					
	Deposit		22,177	20,467	63,062					
	Fees		-	-	-					
	Withdrawals		-	-	-					
	Month-End Balance		2,964,116	2,989,881	3,058,260					
	LGIP 5018 - Facilities, Repairs & Maintenance									
	Beginning Balance		135,272	135,529	135,771					
	Interest		258	242	239					
	Deposit		-	-	-					
			Jan-20	Feb-20	Mar-20					
	Fees		(0)	(0)	-					
	Withdrawals		-	-	-					
	Month-End Balance		135,529	135,771	136,010					
	LGIP 3974 - Track Project									
	Beginning Balance		584,748	359,580	360,221					
	Interest		795	641	612					
	Deposit		-	-	-					
	Fees		-	-	-					
	Withdrawals		(225,963)	-	(29,655)					
			Jan-20	Feb-20	Mar-20					
	Month-End Balance		359,580	360,221	331,178					
	LGIP 6022 - GO Bonds Series 2017									
	Beginning Balance		3,540,743	3,529,952	3,512,817					
	Interest		6,723	6,259	6,163					
	Deposit		-	-	-					
	Fees		(0)	(0)	(0)					
	Withdrawals		(17,514)	(23,394)	(35,991)					
	Month-End Balance		3,529,952	3,512,817	3,482,989					
	Total Cash Invested in LGIP		16,525,238	15,814,589	15,506,471					
			Jan-20	Feb-20	Mar-20					
	LGIP Interest Rate		2.25%	2.25%	2.08%					
	Prior Year Balance		14,968,803	14,109,027	13,906,812					



ALL FUNDS	SUMMARY - ALL FUNDS (except Student Body)	Jan-20	Feb-20	Mar-20	YTD Total	Budget	YTD %
	Total Revenue This Month	2,633,811	2,860,794	2,798,941	42,839,749	54,250,223	79.0%
	Total Expense This Month	3,339,416	3,440,859	3,348,868	27,901,740	54,250,223	51.4%
	Excess / (Deficiency) Revenue over Expenditures	(705,604)	(580,064)	(549,927)	14,938,009	-	

FUND 102	FACILITIES, REPAIRS & MAINTENANCE	Jan-20	Feb-20	Mar-20	YTD Total	Expected	Total Projected	Budget	YTD %
	Revenue & Resources								
	Beginning Fund Balance	-	-	-	371,425	-	371,425	410,000	90.6%
	Revenue from Local Sources	258	242	438	2,629	1,877	4,506	4,900	53.7%
FUND 102	Revenue from Federal Sources	-	-	-	-	-	-	-	
	Transfers/Sale of Property	-	-	-	-	100,000	100,000	80,000	0.0%
	Total Revenue	258	242	438	374,055	101,877	475,932	494,900	75.6%
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %
FUND 102	Instruction - 1000	-	-	-	-	-	-	-	
	Facilities - 2000	1,950	1,950	1,950	45,888	6,150	52,038	84,900	54.0%
	Capital Projects - 4000	-	-	-	10,866	-	10,866	200,000	5.4%
	Transfers to Other Funds - 5000	-	-	-	117,977	-	117,977	200,000	59.0%
FUND 102	Fac, Rep and Maint - Unap End Fund Bal	-	-	-	-	-	-	10,000	0.0%
	Total Expenditures	1,950	1,950	1,950	174,731	6,150	180,881	494,900	35.3%
	Projected Ending Balance						295,051		

FUND 203	FOOD SERVICE	Jan-20	Feb-20	Mar-20	YTD Total	Expected	Total Projected	Budget	YTD %
	Beginning Fund Balance	-	-	-	10,000	-	10,000	10,000	100.0%
	Revenue from Local Sources	21,838	22,006	10,198	147,178	20	147,198	205,100	71.8%
	Revenue from State Sources	15,563	-	2,626	18,847	26,653	45,500	45,500	41.4%
FUND 203	Revenue from Federal Sources	-	119,150	4,056	348,862	420,000	768,862	815,000	42.8%
	Transfers/Sale of Property	-	-	-	-	-	-	10,000	0.0%
	Total Revenue	37,401	141,156	16,879	524,887	446,673	971,560	1,085,600	48.3%
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %
FUND 203	Food Service - 3100	81,263	101,772	91,228	708,809	323,109	1,031,919	1,075,600	65.9%
	Food Service - Unap Ending Fund Bal	-	-	-	-	-	-	10,000	0.0%
	Total Expenditures	81,263	101,772	91,228	708,809	323,109	1,031,919	1,085,600	65.3%
	Projected Ending Balance						(60,358)		

FUND 201-299	SPECIAL GRANTS & PROJECTS	Jan-20	Feb-20	Mar-20	YTD Total	Expected	Total Projected	Budget	YTD %
	Revenue from Local Sources	7,468	15,163	5,941	60,465	-	10,000	271,900	22.2%
	Revenue from Intermediate Sources	-	172,129	-	344,259	-	-	603,521	57.0%
	Revenue from State Sources	44,618	158,873	44,941	643,238	-	-	1,904,595	33.8%
FUND 201-299	Revenue from Federal Sources	215,408	127,923	131,766	828,630	-	-	1,737,316	47.7%
	Transfers from General Fund	-	-	-	-	-	-	-	
	Total Revenue	267,495	474,088	182,648	1,876,591	-	-	4,517,332	41.5%
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %
FUND 201-299	Special Grants & Projects - 1000	200,556	219,086	201,811	1,643,985	941,012	2,584,997	3,141,665	52.3%
	Special Grants & Projects - 2000	66,753	68,783	93,795	522,547	202,478	725,024	1,055,167	49.5%
	Special Grants & Projects - 3000	-	2,007	-	3,603	1,669	5,272	40,500	8.9%
	Special Grants & Projects - 4000	-	-	-	-	-	-	200,000	0.0%
FUND 201-299	Transfers to Other Funds - 5000	-	-	-	-	-	-	80,000	0.0%
	Total Expenditures	267,309	289,876	295,606	2,170,134	1,145,159	3,315,293	4,517,332	48.0%

FUND 301	DEBT SERVICE - GO BONDS	Jan-20	Feb-20	Mar-20	YTD Total	Expected	Total Projected	Budget	YTD %
	Revenue & Resources								
	Beginning Fund Balance	-	-	-	318,139	-	-	185,000	172.0%
	Revenue from Property Tax Receipts	22,177	20,467	63,062	2,822,089	-	-	2,762,660	102.2%
FUND 301	Revenue from Interest Income	5,611	5,299	5,317	26,595	-	-	20,000	133.0%
	Transfers from Other Fund	-	-	-	-	-	-	-	
	Total Revenue	27,788	25,765	68,379	3,166,823	-	-	2,967,660	106.7%
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %
FUND 301	Debt Service - 5110 610 Principal	-	-	-	-	2,502,228	2,502,228	2,502,228	0.0%
	Debt Service - 5110 621 Interest	-	-	-	118,587	246,745	365,332	365,332	32.5%
	Debt Service - 5110 640 Bank Fees	-	-	-	10	-	10	100	10.0%
	Debt Service - Unap End Fund Bal	-	-	-	-	-	100,000	100,000	0.0%
FUND 301	Total Expenditures	-	-	-	118,597	2,748,973	2,967,570	2,967,660	4.0%

FUND 302	DEBT SERVICE - FULL FAITH & CREDIT	Jan-20	Feb-20	Mar-20	YTD Total	Expected	Total Projected	Budget	YTD %
	Revenue & Resources								
	Beginning Fund Balance	-	-	-	-	-	-	-	
	Transfers from Other Fund	-	-	-	117,977	-	-	200,000	59.0%
FUND 302	Total Revenue	-	-	-	117,977	-	-	200,000	59.0%
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %
	Debt Service - 5110 610 Principal	-	-	-	-	100,000	100,000	150,000	0.0%
	Debt Service - 5110 621 Interest	-	-	-	5,237	12,740	17,977	50,000	10.5%
FUND 302	Debt Service - Unap End Fund Bal	-	-	-	-	-	-	-	
	Total Expenditures	-	-	-	5,237	112,740	117,977	200,000	2.6%



FUND 401	BOND PROJECTS FUND									
	Revenue & Resources	Jan-20	Feb-20	Mar-20	YTD Total			Budget	YTD %	
	Beginning Fund Balance	-	-	-	4,041,260			3,800,000	106.3%	
	Revenue from Local Sources	6,723	6,259	6,163	65,809			75,000	87.7%	
	Revenue from State Sources	-	-	-	-			1,000,000	0.0%	
	Revenue from Federal Sources (SEP)	-	-	-	-			-		
	Revenue from Bond Proceeds	-	-	-	-			-		
	Total Revenue	6,723	6,259	6,163	4,107,069			4,875,000	84.2%	
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %	
	Bond Expenses- 4000	23,394	35,991	53,419	412,805	356,592	769,397	4,875,000	8.5%	
Unencumbered Balance							3,337,672			
FUND 402	OTHER CAPITAL PROJECTS - TRACK									
	Revenue & Resources	Jan-20	Feb-20	Mar-20	YTD Total			Budget	YTD %	
	Beginning Fund Balance	-	-	-	-			-		
	Revenue from Local Sources	795	641	612	8,513			50,000	17.0%	
	Revenue from Loan Proceeds	-	-	-	1,249,000			3,500,000	35.7%	
	Total Revenue	795	641	612	1,257,513			3,550,000	35.4%	
	Expenditures by Function:	Jan-20	Feb-20	Mar-20	YTD Total	Encumbered	Total Projected	Budget	YTD %	
	Capital Expenses- 4000	713	28,942	291	926,625	347,203	1,273,829	3,550,000	26.1%	
	Unencumbered Balance							(16,315)		
	Total Resources all Special Funds	340,459	648,151	275,119	11,424,915			17,690,492	64.6%	
Total Expenditures all Special Funds	374,629	458,532	442,494	4,516,938			17,690,492	25.5%		

**NOTES TO FINANCIAL STATEMENT**

All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts are reconciled to the general ledger by the business manager as of **3/31/2020**. The adopted budget reflects expected expenditures. All payroll reports have been filed and payroll liabilities have been paid timely. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level. There have been no significant changes to the internal control system, to the accounting system or accounting policies that are significant. Currently the business office is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement. All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time. I know of no cases of fraud or other misconduct and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I feel is inaccurate. **Debbie MacLean** **4/9/2020**

## Dallas School District No. 2 Budget Calendar 2020 – 2021

April 8 <del>22</del> , 2020	<b>Publish First Notice of Budget Committee Meeting</b> <i>(19 days prior to meeting.)</i> Notice of the budget committee meeting(s) must state the purpose, time and place of the meeting(s); that the meeting is a public meeting; and whether or not public comment will be taken at the meeting. Notice must be published not earlier than 30 days prior to first meeting and not later than 5 days prior to the first meeting. <i>ORS 294.401</i>
April 15 <del>29</del> , 2020	<b>Publish Second Notice of Budget Committee Meeting</b> <i>(12 days prior to meeting.)</i> <i>ORS 294.401</i>
April 27, 2020 – <b>May 11, 2020</b>	<b>Budget Committee Meeting</b> Present budget message and comprehensive outline of the 2020-2021 budget proposal. Public comment will be taken. Next budget committee meeting will be scheduled during this meeting.
June 1, 2020	<b>Final Budget Committee Meeting</b> to approve the Proposed Budget, if needed.
June 10, 2020	<b>Publish Notice of Budget Hearing</b> <i>(12 days prior to hearing.)</i> Notice of Budget Hearing and Financial Summary must provide legal notice of the time and place of the budget hearing; financial summary of the current year's adopted budget and next year's budget as approved by the budget committee; and a statement of indebtedness. Notice must be published not earlier than 30 days prior to hearing and not later than 5 days before the scheduled budget hearing. <i>ORS 294.421</i>
June 22, 2020	<b>Budget Hearing</b> Hold public hearing on the budget as approved by the budget committee. Expenditure adjustments, if any, are restricted to \$5,000 or 10%, whichever is greater, of the amount approved for each fund by the budget committee. Board adopts budget, appropriates funds, imposes and categorizes taxes.
June 29, 2020	<b>Final Budget Hearing</b> to adopt the Approved Budget, if needed.
July 15, 2020	<b>Deadline to Certify the 2020-2021 Tax Levy with County Assessor.</b>



# Dallas School District

## 2019 – 2020 Calendar\* **Revised 04/13/2020**

JULY 2019				
M	T	W	T	F
1	2	3	H <sub>4</sub>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
DI <sub>26</sub>	DI <sub>27</sub>	DI <sub>28</sub>	DI <sub>29</sub>	DI <sub>30</sub>

SEPTEMBER 2019				
M	T	W	T	F
H <sub>2</sub>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	SI <sub>11</sub>
14	15	16	17	18
21	22	23	24	DI <sub>25</sub>
28	29	30	31	

NOVEMBER 2019				
M	T	W	T	F
				1
4	5	6	7	DA <sub>8</sub>
H <sub>11</sub>	12	13	14	15
18	19	20	21	22
KI <sub>25</sub>	KI <sub>26</sub>	KI <sub>27</sub>	H <sub>28</sub>	U <sub>29</sub>

DECEMBER 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	U <sub>20</sub>
U <sub>23</sub>	U <sub>24</sub>	U <sub>25</sub>	U <sub>26</sub>	U <sub>27</sub>
U <sub>30</sub>	U <sub>31</sub>			

JANUARY 2020				
M	T	W	T	F
		U <sub>1</sub>	U <sub>2</sub>	U <sub>3</sub>
6	7	8	9	10
13	14	15	16	17
U <sub>20</sub>	21	22	23	DA <sub>24</sub>
DP <sub>27</sub>	28	29	30	31

FEBRUARY 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
MU <sub>17</sub>	18	19	20	21
24	25	26	27	DI <sub>28</sub>

MARCH 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
CL	CL	CL	CL	CL
U <sub>23</sub>	U <sub>24</sub>	U <sub>25</sub>	U <sub>26</sub>	U <sub>27</sub>
30	31			

APRIL 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2020				
M	T	W	T	F
				DI <sub>1</sub>
4	5	6	7	8
11	12	13	14	15
18	19	20	21	MU <sub>22</sub>
H <sub>25</sub>	26	27	28	29

JUNE 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	DA <sub>11</sub>	DA <sub>12</sub>
15	16	17	18	19
22	23	24	25	26
29	30			

Aug. 26 – 30 ..... K-12 Inservice Days  
 Sept. 2 ..... Labor Day  
 Sept. 3 ..... School Begins  
 Sept. 3 ..... K-5 Orientation Lyle, OH, WW  
 Sept. 3 ..... Freshman Only, DHS  
 Oct. 11 ..... K-12 State Inservice Day  
 Oct. 25 ..... K-12 Inservice Day  
 Nov. 8 ..... K-12 Assessment Day  
 Nov. 11 ..... Veterans Day  
 Nov. 25 – 27 ..... K-12 Conferences  
 Nov. 28 ..... Thanksgiving  
 Nov. 29 ..... No School

Dec. 20 – Jan. 3 ..... Christmas Break  
 Jan. 20 ..... MLK Day  
 Jan. 24 ..... K-12 Assessment Day  
 Jan. 27 ..... K-12 Planning Day  
 Feb. 17 ..... Make Up Day – If Needed  
 Feb. 28 ..... K-12 Inservice Day  
 March 18 ..... K-3 Conferences  
 March 19 ..... K-3 Conferences  
 March 20 ..... K-12 Conference  
 March 16 – 20 ..... **Statewide School Closure**  
 March 23 – 27 ..... Spring Break  
 March 30 – April 28 ..... Distance Learning for All  
 April 13 ..... 4-12 Assessment Day

May 1 ..... K-12 Inservice Day  
 May 22 ..... Make Up Day – If Needed  
 May 25 ..... Memorial Day  
 June 5 ..... DHS Graduation  
 June 10 ..... K-3 Last Student Day  
 June 10 ..... 8<sup>th</sup> Grade Recognition  
 June 11 ..... K-3 Assessment Day  
 June 11 ..... 4-12 Last Student Day  
 June 11 ..... Morrison Graduation  
 June 12 ..... K-12 Assessment Day

1<sup>st</sup> Semester ..... September 3 – January 23  
 2<sup>nd</sup> Semester ..... January 28 – June 11  
 Board Adopted..

\*Calendar is subject to change based on funding levels.

DI ..... District Inservice (No Students)  
 SI ..... State Inservice (No Students)  
 DA ..... District Assessment (No Students)  
 K12 ..... Conferences (No K-12 Students)  
 DP ..... District Planning Day (No K-12 Students)  
 PA ..... Primary Assessment (No K-3 Students)  
 PC ..... Primary Conferences (No K-3 Students)  
 WASA ..... WW Assessment, Secondary Assessment (No 4-12 Students)  
 SA ..... Secondary Assessment (No 6-12 Students)  
 U ..... Unpaid Vacation  
 MU ..... No School or Potential Make Up Day for Closures  
 H ..... Holiday  
 CL ..... **Statewide School Closure by Order of the Governor**  
 DL ..... **Distance Learning for All**

Meeting instructional hour requirements may require snow days to be made up. Potential make-up days include, but are not limited to, February 17 and May 22.



## Dallas School District 2

Code: **GCBDA/GDBDA-AR**  
 Adopted: 11/10/03  
 Readopted: 1/14/08; 12/29/09; 7/08/13; 11/25/13;  
 1/12/16; 4/1/2020

Leave under the **Families First Coronavirus Response Act (FFCRA)** applies from April 1, 2020 through December 31, 2020. Information regarding FFCRA can be found at [https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf).

### **Federal Family and Medical Leave/State Family Medical Leave**

#### **Coverage**

Federal law covers public agencies, including districts. In order for school employees to be eligible, however, they must be employed at a work site with 50 or more employees within 75 miles of the employee's work site for each working day during each of the 20 or more calendar workweeks in the year in which the leave is taken or in the preceding calendar year. State law covers districts that employ 25 or more part-time or full-time employees for each working day during 20 or more calendar workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

#### **Eligibility**

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1250 hours during the year preceding the start of the leave. State law generally applies to employees who work an average of 25 hours or more per week for the district during the 180 days or more immediately prior to the first day of the start of the requested leave. Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

In determining that an employee has been employed for the preceding 180 calendar days, the employer must count the number of days an employee is maintained on the payroll, including all time paid or unpaid. If an employee continues to be employed by a successor in interest to the original employer, the number of days worked are counted as continuous employment by a single employer.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

#### **Definitions**

"Child,"<sup>1</sup> for the purpose of taking parental leave under state law, means a biological, adopted, foster child or stepchild of the employee or a child with whom the employee is or was in a relationship of "in loco parentis." A legal or biological relationship is not required. The child must be under 18 years of age, or may be 18 years of age or older if incapable of self-care due to mental or physical disability.

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<sup>1</sup>For FMLA, the age of the son or daughter at the onset of a disability is not relevant in determining a parent's entitlement to FMLA leave.



“Contingency operation” is a military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are, or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305 or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

“Covered active duty” means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.

“Covered servicemember” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

“Family member,” for purposes of FMLA and OFLA leave, means a(n):

1. Spouse<sup>2</sup>;
2. Child of the employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis);
3. Custodial parent;
4. Noncustodial parent;
5. Biological parent;
6. Adoptive parent;
7. Stepparent or foster parent;

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<sup>2</sup>“Spouse” means individuals in a marriage including “common law” marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.



8. Individual who was in loco parentis to the employee when the employee was a child;

Additionally, when defining “family member” under OFLA, this definition includes a:

9. Grandparent;
10. Grandchild; or
11. Parents-in-law or the parents of an employee’s registered domestic partner.

For OFLA purposes, an employee’s child in any of these categories may be either a minor or an adult child at the time serious health condition leave, sick child leave or the death of a family member leave is taken.

“Next of kin” means the nearest blood relative of the eligible employee.

“Serious health condition,” under federal law means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider;
3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity of more than three calendar days;
4. Illness, disease or condition is terminal, requires constant care and poses an imminent danger of death; or
5. Disability due to pregnancy, childbirth or prenatal care.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee is unable to perform the functions of the position when the health care provider finds that the employee is unable to work at all or is unable to perform any of the essential functions of the employee’s position within the meaning of the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA) federal regulations. The district has the option, in requiring medical verification from a health care provider, to provide a statement of the essential functions of the employee’s position for the provider to review.

A “serious health condition” under state law means an illness, injury, impairment or physical or mental condition of an employee or family member that:



1. Requires inpatient care in a hospital, hospice or residential medical care facility such as a nursing home. When a family member resides in a long-term residential care facility, leave shall apply only to:
  - a. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
  - b. Transportation or other assistance required for a family member to obtain care from a physician;
  - c. Serious health conditions as described in items 2-8 below.
2. The treating health care provider judges to pose an imminent danger of death or that is terminal in a prognosis with a reasonable possibility of death in the near future;
3. Requires constant or continuing care such as home care administered by a health care professional;
4. Involves a period of incapacity. "Incapacity" is the inability to perform at least one essential job function, to attend school or to perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. This incapacity must involve:
  - a. Two or more treatments by a health care provider;
  - b. One treatment plus a regimen of continuing care.
5. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity such as asthma, diabetes or epilepsy;
6. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease;
7. Involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or
8. Involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care.

"Serious injury or illness," for the purpose of caring for a covered servicemember, means:

1. In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and
2. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty, on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:



- a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; or
- b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- c. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **Purpose of Leave**

Federal and state laws allow eligible employees to take FMLA or OFLA leave for the following purposes, commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, injured servicemember leave, military family leave, leave for the death of a family member or sick child leave (sick child leave and death of a family member leave are OFLA only):

- 1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
- 2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child, when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child is older than 18 years of age if incapable of self-care because of mental or physical disability;
- 3. Care of a family member with a serious health condition;
- 4. Employee's own serious health condition;
- 5. Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment of the member with the Armed Forces to a foreign country." (C.F.R. section 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
- 6. Injured Service Member Leave allows an employee leave to care for a covered servicemember who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
- 7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
- 8. State law allows employees to take leave for the death of a family member<sup>3</sup> to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or grieve the death of the family member;

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<sup>3</sup>Must be completed within 60 days of the date on which the eligible employee receives notice of the death of the family member.



9. Military Family Leave allows leave for a spouse of a military personnel per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA).

### **Length of Leave**

An employee eligible for FMLA leave under federal law is entitled to a total of 12 work weeks of leave during any 12-month period for the purposes specified above. A husband and wife who are eligible and who both work for the district may only take a combined total of 12 workweeks of leave if the leave is taken to care for a parent with a serious health condition or if the leave is for the birth of a child or the placement of a child for adoption or foster care.

There will be occasions where a husband and wife employed by the same district will not have to share the 12-week allotment of leave. This situation arises where an employee is eligible for both FMLA and OFLA or just OFLA leave and the employee is taking leave to care for a newborn with a serious health condition.

An employee eligible for Military Caregiver Leave is entitled to a total of 26 work weeks of leave to care for a covered servicemember during a single 12-month period. The 12-month period begins when the Military Caregiver Leave begins.

An employee eligible for OFLA leave under state law is entitled to a total of 12 workweeks of leave during any 12-month period for the purposes specified above. The 14 days of leave provided by the OMFLA and the two weeks of leave provided for the death of a family member are part of the 12 weeks. Two or more family members who are eligible and who both work for the district may not take OFLA leave at the same time unless:

1. One employee needs to care for another employee who is a family member and who is suffering from a serious health condition;
2. One employee needs to care for a child suffering from a serious health condition while another employee, who is a family member, is also suffering from a serious health condition; or
3. Both family members are suffering from a serious health condition; or
4. The employees are taking leave for the death of a family member; or
5. The concurrent leave in such an instance is permitted by the district.

In addition to the 12 workweeks of family leave authorized above, under state law a female eligible employee may take an additional 12 workweeks of leave within any one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties. An employee who takes 12 workweeks of OFLA leave for parental leave may also take up to an additional 12 workweeks of sick child leave within the same leave year. If the employee uses less than 12 weeks of parental leave, however, no additional sick child leave is available, except for the balance of the initial 12 weeks. The employee may also use this balance for any OFLA leave purpose.

A female employee may take up to 36 weeks of OFLA leave in one leave year, but only under the following circumstances:

1. The female employee takes 12 weeks of pregnancy disability leave; followed by



2. Twelve weeks of parental leave; followed by
3. Twelve weeks of sick child leave.

A male employee may take up to 24 weeks of OFLA leave in one year, but only under the following circumstances:

1. The male employee takes 12 weeks of parental leave; followed by
2. Twelve weeks of sick child leave.

Parental leave must be taken in one uninterrupted period - unless the employer approves otherwise - and must be completed within 12 months of the birth, adoption or placement of the child. An exception must be made to allow parental leave to effectuate adoption or foster placement of the child. Such leave need not be taken in one, uninterrupted period with any additional parental leave.

The birth, adoption or foster placement of multiple children at one time entitles the employee to take only one 12-week period of parental leave.

Sick child leave need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

For the purpose of intermittent leave, leave entitlement is calculated for an employee by multiplying the number of hours the employee normally works per week by 12. (For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.) If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek. (For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.) If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

An employee, who has previously qualified for and taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. The employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy-disability leave need not requalify for 12 weeks in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave does not need to requalify to take an additional 12-weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

For situations where time off is covered by OFLA, but not covered by FMLA leave (e.g., the employer has 25 to 49 employees; or the leave taken is for a sick child or for serious health condition of a parents-in-law, or the parents of the employee's registered domestic partner, grandparent or grandchild) the employer:

1. May allow an exempt employee with accrued paid leave to take OFLA leave in blocks of less than a full day. For these purposes, an exempt employee is a salaried executive, administrative or professional employee under the federal Fair Labor Standards Act or the state minimum wage and overtime laws;



2. May not reduce the salary of an employee who does not have or has run out of accrued paid leave and takes intermittent leave in blocks of less than a full day. To do so would result in the loss of exemption under state law.

The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

An employee, who has previously qualified for and taken some portion of FMLA leave, may request additional FMLA leave within the same leave year. The employee need not requalify as an eligible employee if the additional leave applied for is in the same leave year and for the same condition.

### **Intermittent Leave and Alternate Duty**

An employer may transfer an employee on a foreseeable intermittent FMLA/OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate the leave, provided the following exist:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825;
4. Transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

An employee transferred, as provided in 1.-5. above, to an alternate position for the purpose of a reduced work schedule, must be returned to the employee's former position.

FMLA/OFLA leave time for an employee on intermittent leave or a reduced work schedule is the difference between the number of hours the employee normally works and the number of hours the employee actually works during the intermittent leave or reduced work schedule. Holidays or days in which the district is not in operation are not counted toward intermittent or reduced work schedule FMLA/OFLA leave unless the employee was scheduled and expected to work on the holiday.

The district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825; and



4. The transfer is not used to discourage the employee from taking FMLA/OFLA leave for a serious health condition or to create a hardship for the employee.

An employee is not on FMLA/OFLA leave if the employee has been transferred, as provided in section 1.-3. above, to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's own serious health condition, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA/OFLA leave taken in that leave year plus the period of time worked in the alternate position exceed 12 weeks.

An alternate position accommodating an employee's serious health condition may result in the employee working fewer hours than the employee worked in the original position. The employee's FMLA/OFLA leave is the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

Intermittent leave for school teachers is subject to special rules.

The district recognizes that state law will not always reduce the employee's FMLA 12 workweek entitlement (i.e., leave to care for a parent-in-law or sick child leave).

### **Special Rules for Teachers**

Special rules apply if leave is requested to be taken near the end of a semester.

1. Under OFLA leave, if a teacher requests, in advance, leave for a serious health condition and the teacher will be absent more than 20 percent of the total number of working days during the period over which the leave would be taken then the employer may require the teacher to elect one of the following options:
  - a. To take family leave for one uninterrupted period of time as necessary to complete medical treatment. (School holidays and school vacation days are not counted as family leave.);
  - b. To transfer temporarily into an available alternative position which better accommodates periodic absences or recurring periods of leave.
2. Under FMLA leave, if a teacher begins leave more than five weeks before the end of the academic term because of the teacher's own serious health condition, the employer may require the teacher to remain on leave until the end of the term if:
  - a. The family leave is at least three weeks long; and
  - b. The teacher's return to work would occur within three weeks of the end of the term.
3. If a teacher begins FMLA or OFLA leave within five weeks of the end of the academic term because of parental leave, the serious health condition of a family member or to care for a covered servicemember, the employer may require the teacher to remain on family leave through the end of the term if:
  - a. The leave is more than two weeks long; and
  - b. The teacher's return would occur within the last two weeks of the term.
4. If a teacher begins FMLA or OFLA leave within three weeks of the end of the academic term because of parental leave, to care for a family member with a serious health condition or to care for a covered



servicemember and the leave is greater than five working days, the employer may require the teacher to remain on family leave until the end of the term.

5. If a teacher takes FMLA/OFLA leave to the end of the school year and continues the leave at the beginning of the next school term, the leave is consecutive rather than intermittent leave.
  - a. The period between the end of the school term and the beginning of the next school term, when a teacher would not have been required to report for duty, is not counted against the teacher's FMLA or OFLA leave entitlements.
  - b. A teacher on FMLA/OFLA leave at the end of the school term must be provided with the same benefits during the period between school terms that the teacher would normally receive if no FMLA/OFLA leave were taken.
6. If a teacher is required by the employer to remain on leave to the end of the academic term, only the period of leave the teacher requested shall be charged against the teacher's FMLA/OFLA leave entitlement.
7. Nothing in FMLA/OFLA rules prohibits the employer from allowing the teacher to work as a substitute or in some other paid capacity during the weeks prior to the end of term under 3. or 4. above.
8. Full-time employees covered by OFLA rules, and who have been maintained on the payroll by a district during 180 consecutive calendar days, are thereafter deemed to have been employed by that district for an average of at least 25 hours per week during the 180 days immediately preceding the date any OFLA leave begins.

#### **Calculating the 12-Month Period for Leave**

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use any fixed 12-month "leave year."

Leaves to care for covered servicemembers has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.



## **Paid/Unpaid Leave**

Family leave under federal and state law is generally unpaid. An employee may elect to use accrued paid leave including personal and sick leave, or accrued vacation leave for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

### **Continuation of Health Insurance Benefits**

Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid if the employee had been continuously employed during the leave period. The district will continue to pay the district's contribution toward the employee's premiums. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

In the event the district is required to pay or elects to pay any part of the costs of providing health, disability, life or other insurance coverage for an employee during the period of FMLA or OFLA leave that should have been paid by the employee, the district may deduct, on the employee's return to work, such amounts from the employee's pay as have been advanced.

In no event may the total deducted exceed 10 percent of the employee's gross pay each pay period.

## **Return to Work**

After leave granted under federal and state law, an employee is generally entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law.

## **Fitness-for-Duty Certification**

If the leave was required for the employee's own serious health condition, including intermittent leave, the district may require the employee to obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave. The district is responsible for any co-



pay or other out-of-pocket costs incurred by the employee in providing certification. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

## **Application**

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

When an employee is able to give advance notice and requests leave, an employer may request additional information to determine that the leave qualifies for designation as FMLA/OFLA leave. The employer may designate the employee as provisionally on FMLA/OFLA leave until sufficient information is received to make a determination. An employee able to give advance notice of the need to take FMLA/OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

If advance notice is not possible, for example due to a change in circumstances or a medical emergency, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," under federal law means the employee generally must comply with the employer's normal call-in procedures.

An employee eligible for OFLA leave is required, under state law, to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted no later than three working days following the employee's return to work.

Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave for up to 30 days after the notice is ultimately given.

Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

## **Medical Certification**

When an employee provides 30 or more days' notice when applying for FMLA and/or OFLA leave, other than for parental leave, the employer shall require the employee to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The provider shall not be employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion



may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the district.

Under state law, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health care provider. The provider may not be employed by the district. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for the employee to obtain such opinions will be paid for by the district.

An employer may not delay the taking of an OFLA leave in the event that medical certification is not received prior to the commencement of a leave taken subject to the timelines set forth in this regulation. The employer may designate the leave as provisionally approved subject to medical certification. The employer shall provide the employee with written notice of any requirement to provide medical certification of the need for leave and the consequences for failure to do so. The employee must be allowed a minimum of 15 days to provide medical certification.

If the employee elects or the district requires substitution of accrued sick leave, vacation or other paid leave for unpaid leave pursuant to a collective bargaining agreement or other Board policy, the district will follow the medical documentation requirements of the applicable leave policy or contract provision whenever such requirements are more beneficial to the employee.

If an employee has taken sick child leave on all or any part of three separate days during a leave year, the employer may require medical certification on the fourth day or subsequent occurrence of sick child leave within that leave year. The employer must pay the cost of the medical certification not covered by insurance or other benefit plan. The opinion of the health care provider shall be binding. The employer may not require the employee to obtain a second opinion. The employer is not required to request medical certification for sick child leave exceeding three days and may make such requests at the employer's discretion.

### **Notification**

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the personnel director.

### **Record Keeping/Posted Notice**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of Federal Family and Medical Leave Act and Oregon Family Leave Act requirements.

### **Federal vs. State Law**

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law and that state and federal leave entitlements run concurrently. State law requires that federal and state leave run concurrently when possible. For



example, due to differences in regulations, an employee who takes leave after 180 days of employment but before one year, is still eligible to take a full 12 workweeks of federal leave after meeting the one-year work requirement. After the first work year, leave will run concurrently.

Dallas School District uses the latest forms available from the U.S. Department of Labor, Wage and Hour Division for documentation as required with respect to FMLA leave and OFLA leave, if applicable.

#### **EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

##### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;



- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

#### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**



**For additional information:**  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division



## Dallas School District 2

Code: JEC  
 Adopted: 8/26/13  
 Readopted: 4/14/14; 4/12/16; 2/13/18;

### Admissions\*\*

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

~~State law considers Aa child to be six years of age if the sixth birthday of the child occurred on or before September 1 and a child is considered to be five years of age if the fifth birthday of the child occurred on or before September 1.~~ **immediately preceding the beginning of the current school term.**

All new students must register in the office. ~~Registration requirements include immunization records, as required by law, and proof of the student's birth date (e.g., a birth certificate, a hospital record or a baptismal record).~~ **Students admitted to any grade must show evidence of completing the prior school years.** Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance and immunization.

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

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

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

Students who attend a district school on an interdistrict transfer or **were admitted prior to 2019 through open enrollment** are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district **unless the student has transferred to another district via interdistrict transfer or open enrollment.**

Minor students living with a parent or guardian who resides in the district are considered residents of the district **unless the student has transferred to another district via interdistrict transfer or open enrollment.**

Students who are ~~wards of the court~~ **in foster care<sup>1</sup>** and who are placed in the district are residents of the district **of origin, unless the court determines that attending in the district of residence is in the best interest of the student.**

<sup>1</sup> "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

**Students who are military children<sup>2</sup> are considered resident of the district, if the district is the district of military residence<sup>3</sup> for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military orders.**

**Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.**

END OF POLICY

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Legal Reference(s):

ORS 327.006  
ORS 336.092  
ORS 339.010  
ORS 339.115

ORS 339.125  
ORS 339.133  
ORS 339.134  
ORS 433.267

OAR 581-022-2220  
Senate Bill 802 (2019)  
Senate Bill 905 (2019)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2017).  
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a (2017).

Cross Reference(s):

JECB – Admittance of Nonresident Students  
JHCB – Immunization and Vision Screening/Eye Examination  
JECBD – Homeless Students

<sup>2</sup>“Military child” means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

<sup>3</sup>“School district of military residence” means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.





## Facilities/Bond Work Update

### Board Report

April 13, 2020

### Upcoming Bond Projects

#### Intellipack Replacement at DHS:

- Equipment is estimated to arrive June 15th
- Kevin Shuba is reading over our contract to be sure everything is covered
- Substantial completion end of July

#### CTE Building

- Plan has been approved by the city pending their required corrections
- Bid packet is complete, we should advertise in the next 2 weeks.
- Construction is planned for October and a completion date in February 2021

### Facilities update

Due to the closure the week before spring break the custodial staff made good use of the time. All buildings worked on floors prior to spring break and through the week of spring break. DHS, LMS, WWE, and Lyle all have new wax in the halls and some classrooms. Carpet cleaning at OHE was completed last week.

The current focus is getting staff safely back into the buildings so they can gather their supplies needed to perform their duties. Office Managers and building Engineers are in constant communication so all occupied areas get cleaned/sanitized daily

Once the building occupancy slows down custodial staff will again direct their attention to summer type tasks, utilizing the extra time to go through all rooms in lieu of the typical rotational schedule we usually face.

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**Bob Archer**, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall



Facilities Staff are completing looming work orders and working on smaller projects that can be completed while maintaining the required social distancing order that's currently in place. District PM's will start sooner due to the buildings being unoccupied which should give adequate time to take a deeper dive into the equipment. Bond planning will continue, I hope to have an updated Long Range Facility Plan in the next couple of months so we can prioritize the list and hopefully have projected cost estimates for critical facility upgrades and equipment needs.

### **SAIF Opportunity**

SAIF is awarding members funding to purchase needed supplies pertaining to the COVID19 pandemic. I filled out the application and requested funding to purchase Protexus sanitizers for each of the main buildings within the district. If awarded, we would purchase 5 total. Unfortunately, they did not give a timeline as to when the selected agencies would be notified.

### **United Way Grant**

Working with the Dallas Education Foundation the district is receiving a 300.00 grant from the United Way to purchase supplies to prevent the spread of COVID19.

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**Bob Archer**, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall

# Dallas School District Enrollment Report

April 2020

School	Capacity	Kgtn	1	2	3	4	5	Total	Last Month	Apr 18/19	Apr 17/18	Apr 16/17	Apr 15/16
Lyle	[460]	23	22	23	27								
		23	22	25	28								
		23	21	24	26								
		24	23	26	27								
			21										
Total		93	109	98	108			408	411	415	417	417	429
Oakdale	[412]	20	20	25	29								
		22	22	24	30								
		21	22	26	30								
		18	22	26									
			24										
Total		81	110	101	89			381	383	393	364	378	366
Whitworth	[437]												
						33	29						
						30	31						
						31	29						
						31	31						
						32	32						
						31	31						
						32	30						
Total						220	213	433	433	428	442	461	431
Total K-5								1222	1227	1236	1223	1256	1226



Dallas School District Enrollment Report  
April 2020

School	Capacity	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Post High	Odysseyware	Last Month	Apr 18/19	Apr 17/18	Apr 16/17	Apr 15/16
LaCreole	[728]	215	247	241							702	692	648	656	660
DHS	[1020]	238	225	188	189				9	3	855	866	881	924	934
MCAP	[108]			15	59						74	68	53	59	63
PADTC	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12				17	18	18	16	16
Post Grad Scholars											2875	2880	2824	2915	2991
<b>Grand Total</b>											2867	0	1	4	92
Including LVCS/DCS											3261				

LVCS CHARTER	Current	Last Year	Dallas Community School												
In District	97	97	KG	1	2	3	4	5	6	7-8					
Out of Dist	99	91	21	30	33	20	27	20	19	31					
Total	193	188													
High school extended campus started 2005/2006															
In 2006 Morrison was a charter school with 80 students.															
Elementary reconfiguration effective 09/10 school year.															
Last Year Extended Campus 2015-16															

Luckiamute Valley Charter Schools  
April 2019-20

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**STUDENT TOTALS**

	Current #'s	End of last yr.
In District	97	97
Out of District	99	91
<b>TOTAL STUDENT #'s</b>	<b>193</b>	<b>188</b>

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**BREAKDOWN BY GRADE LEVELS**

	Current #'s	End of last yr.
Kindergarten	23	24
1st Grade	25	23
2nd Grade	25	26
3rd Grade	21	24
4th Grade	25	20
5th Grade	19	21
6th Grade	24	24
7th Grade	22	13
8th Grade	9	13

**NUMBERS CURRENT AS OF 04/6/2020**



**DALLAS COMMUNITY SCHOOL  
ENROLLMENT FOR March 2020**

783

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**STUDENT TOTALS**

	Current #'s	End of Last Year
In District	84	79
Out of District	117	116
TOTAL STUDENT #'s	201	195

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**BREAKDOWN BY GRADE LEVELS**

	Current #'s	End of last year	projected for April 2020	201
Kindergarten	21	25		
1st Grade	30	31		
2nd Grade	33	23		
3rd Grade	20	27		
4th Grade	27	20		
5th Grade	20	19		
6th Grade	19	22		
7th Grade	20	14		
8th Grade	11	14		
	<u>201</u>		<b>Total as of 3/31/2020</b>	201

# Luckiamute Valley Charter Schools

## Profit & Loss Budget vs. Actual

### July 2019 through March 2020

04/06/20

Accrual Basis

	Jul '19 - Ma...	Budget	\$ Over Bud...	% of B...
<b>Ordinary Income/Expense</b>				
Income				
1200 · DISTRICT REIMBURSEMENT	74,345.81	150,000.00	-75,654.19	49.6%
1510 · Earnings on investments	294.16	400.00	-105.84	73.5%
1600 · FOOD SERVICES	34,945.31	55,000.00	-20,054.69	63.5%
1920 · Donations from Private Sources	1,681.20	6,000.00	-4,318.80	28.0%
1929 · PTC	0.00	400.00	-400.00	0.0%
1990 · Miscellaneous	2,807.70	500.00	2,307.70	561.5%
3101 · State School Support Funds	1,734,581.91	2,132,844.00	-398,262.09	81.3%
<b>Total Income</b>	<b>1,848,656.09</b>	<b>2,345,144.00</b>	<b>-496,487.91</b>	<b>78.8%</b>
<b>Gross Profit</b>	<b>1,848,656.09</b>	<b>2,345,144.00</b>	<b>-496,487.91</b>	<b>78.8%</b>
<b>Expense</b>				
1000 · INSTRUCTION				
1100 · Regular Programs				
1111 · Elementary Grades K-6				
111-111 · Certified Salaries	260,727.60	437,850.00	-177,122.40	59.5%
111-112 · Classified Salaries	115,110.43	197,703.00	-82,592.57	58.2%
111-121 · Substitute Teacher Salaries	8,309.67	12,250.00	-3,940.33	67.8%
111-122 · CLASSIFIED SUB	2,442.27	2,400.00	42.27	101.8%
111-131 · Extra Duty Salaries	4,979.18	10,000.00	-5,020.82	49.8%
111-211 · PERS-Employer Contribution	91,480.29	178,255.00	-86,774.71	51.3%
111-212 · PERS-EPPT PICK UP	20,243.66	39,612.00	-19,368.34	51.1%
111-220 · Social Security	28,727.66	50,506.00	-21,778.34	56.9%
111-231 · Worker's Compensation	1,188.14	4,067.00	-2,878.86	29.2%
111-240 · Health/Dental Insurance	66,528.20	118,800.00	-52,271.80	56.0%
111-310 · Instruction Services	3,194.96	2,800.00	394.96	114.1%
111-355 · Printing	1,785.29	5,000.00	-3,214.71	35.7%
111-399 · Other Purchased Services	1,631.07			
111-410 · Supplies	2,087.90	10,000.00	-7,912.10	20.9%
111-420 · Textbooks	852.84	2,000.00	-1,147.16	42.6%
111-460 · Non-Consumable Supplies	1,528.84	10,000.00	-8,471.16	15.3%
111-470 · Computer Software	2,100.00	2,500.00	-400.00	84.0%
111-480 · Computer Hardware	2,051.77	3,000.00	-948.23	68.4%
<b>Total 1111 · Elementary Grades K-6</b>	<b>614,969.77</b>	<b>1,086,743.00</b>	<b>-471,773.23</b>	<b>56.6%</b>
1121 · Middle Programs 7-8				
121-111 · Licensed Salaries	121,388.33	200,600.00	-79,211.67	60.5%
121-112 · Classified Salaries	21,197.38	26,243.00	-5,045.62	80.8%
121-121 · Substitute Salary	3,189.55	5,250.00	-2,060.45	60.8%
121-131 · Extra Duty Salaries	6,575.00	7,000.00	-425.00	93.9%
121-211 · PERS-Employer Contribution	41,458.57	69,337.00	-27,878.43	59.8%
121-212 · PERS-EPPT PICK UP	8,902.65	14,031.00	-5,128.35	63.4%
121-220 · Social Security	11,669.26	18,291.00	-6,621.74	63.8%
121-231 · Workers Compensation	1,006.84	1,473.00	-466.16	68.4%
121-240 · Health/Dental Insurance	21,833.35	43,200.00	-21,366.65	50.5%
121-310 · Instruction Services	2,037.57	4,000.00	-1,962.43	50.9%
121-355 · Printing	827.00	2,000.00	-1,173.00	41.4%
121-399 · Other Purchased Services	905.00			
121-410 · Consumable Supplies	3,998.96	7,000.00	-3,001.04	57.1%
121-420 · Textbooks	12,339.63	9,000.00	3,339.63	137.1%
121-460 · Non-consumable Supplies	5,370.67	5,000.00	370.67	107.4%
121-470 · Computer Software	2,100.00	2,500.00	-400.00	84.0%
121-480 · Computer Hardware	2,948.29	5,000.00	-2,051.71	59.0%
<b>Total 1121 · Middle Programs 7-8</b>	<b>267,748.05</b>	<b>419,925.00</b>	<b>-152,176.95</b>	<b>63.8%</b>
<b>Total 1100 · Regular Programs</b>	<b>882,717.82</b>	<b>1,506,668.00</b>	<b>-623,950.18</b>	<b>58.6%</b>
<b>Total 1000 · INSTRUCTION</b>	<b>882,717.82</b>	<b>1,506,668.00</b>	<b>-623,950.18</b>	<b>58.6%</b>



**Luckiamute Valley Charter Schools**  
**Profit & Loss Budget vs. Actual**  
**July 2019 through March 2020**

04/06/20

Accrual Basis

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of B...</u>
<b>2000 · SUPPORT SERVICES</b>				
<b>2200 · Instructional Staff</b>				
220-312 · Curriculum Development	0.00	500.00	-500.00	0.0%
220-313 · Special Services	1,134.46	12,000.00	-10,865.54	9.5%
220-341 · Travel	60.11	1,000.00	-939.89	6.0%
220-410 · Supplies	482.33	500.00	-17.67	96.5%
220-480 · Computer Hardware	22,580.20	25,000.00	-2,419.80	90.3%
<b>Total 2200 · Instructional Staff</b>	<b>24,257.10</b>	<b>39,000.00</b>	<b>-14,742.90</b>	<b>62.2%</b>
<b>2220 · Library/Media Center</b>				
222-430 · Library Books	1,586.11	2,500.00	-913.89	63.4%
222-450 · Periodicals	1,298.69	2,000.00	-701.31	64.9%
222-550 · Technology	2,006.22	2,000.00	6.22	100.3%
<b>Total 2220 · Library/Media Center</b>	<b>4,891.02</b>	<b>6,500.00</b>	<b>-1,608.98</b>	<b>75.2%</b>
<b>2230 · Assessment and Testing</b>				
223-312 · Testing Services	5,948.98	8,000.00	-2,051.02	74.4%
<b>Total 2230 · Assessment and Testing</b>	<b>5,948.98</b>	<b>8,000.00</b>	<b>-2,051.02</b>	<b>74.4%</b>
<b>2240 · Instructional Staff Development</b>				
224-312 · Instruction Improvement Service	4,658.01	9,000.00	-4,341.99	51.8%
224-410 · Instruction Improvement Suppli	1,584.00	3,000.00	-1,416.00	52.8%
224.341 · TRAVEL	297.94	1,000.00	-702.06	29.8%
<b>Total 2240 · Instructional Staff Development</b>	<b>6,539.95</b>	<b>13,000.00</b>	<b>-6,460.05</b>	<b>50.3%</b>
<b>2310 · School Board</b>				
231-300 · Purchased Services	3,875.92	7,000.00	-3,124.08	55.4%
231-354 · Advertisement	35.00	2,000.00	-1,965.00	1.8%
231-382 · Legal Services	100.00	6,000.00	-5,900.00	1.7%
231-410 · Consumable Supplies	1,125.62	2,000.00	-874.38	56.3%
231-640 · Dues and Fees	1,431.00	2,200.00	-769.00	65.0%
231-651 · Liability Insurance	15,191.00	18,000.00	-2,809.00	84.4%
<b>Total 2310 · School Board</b>	<b>21,758.54</b>	<b>37,200.00</b>	<b>-15,441.46</b>	<b>58.5%</b>
<b>2410 · School Administration</b>				
241-112 · Classified Salaries	43,198.00	63,296.00	-20,098.00	68.2%
241-113 · Administrator salaries	58,979.20	80,500.00	-21,520.80	73.3%
241-211 · PERS-Employer Contribution	20,728.04	27,957.00	-7,228.96	74.1%
241-212 · PERS-EPPT PICK-UP	2,807.91	3,798.00	-990.09	73.9%
241-220 · Social Security	8,370.15	11,000.00	-2,629.85	76.1%
241-231 · Workers Compensation	36.55	886.00	-849.45	4.1%
241-240 · Health/Dental Insurance	12,465.25	21,600.00	-9,134.75	57.7%
241-340 · Travel	1,764.82	4,000.00	-2,235.18	44.1%
241-353 · Postage	444.39	800.00	-355.61	55.5%
241-355 · Printing	1,005.80	1,000.00	5.80	100.6%
241-390 · Professional Development	1,996.49	4,000.00	-2,003.51	49.9%
241-410 · Consumable Supplies	1,243.95	3,500.00	-2,256.05	35.5%
241-460 · non-consumables	1,170.72	3,000.00	-1,829.28	39.0%
241-470 · Software	533.98	500.00	33.98	106.8%
241-480 · Computer Hardware	930.91	1,000.00	-69.09	93.1%
241-541 · Equipment	0.00	4,000.00	-4,000.00	0.0%
241-640 · Dues and Fees	2,264.19	1,500.00	764.19	150.9%
<b>Total 2410 · School Administration</b>	<b>157,940.35</b>	<b>232,337.00</b>	<b>-74,396.65</b>	<b>68.0%</b>

**Luckiamute Valley Charter Schools**  
**Profit & Loss Budget vs. Actual**  
**July 2019 through March 2020**

04/06/20

Accrual Basis

	Jul '19 - Ma...	Budget	\$ Over Bud...	% of B...
<b>2500 · Support services-business</b>				
<b>2520 · Fiscal services</b>				
252-114 · Managerial-Classified	35,612.00	52,668.00	-17,056.00	67.6%
252-211 · PERS -COMPANY	10,422.54	14,220.00	-3,797.46	73.3%
252-212 · PERS EPPT	2,352.72	3,160.00	-807.28	74.5%
252-220 · SOCIAL SECURITY	2,999.71	4,029.00	-1,029.29	74.5%
252-231 · WORKERS COMPENSATION	12.11	892.00	-879.89	1.4%
252-232 · Unemployment	140.98	10,000.00	-9,859.02	1.4%
252-240 · HEALTH - EMPLOYER	3,600.00	7,560.00	-3,960.00	47.6%
252-380 · Payroll and Accounting Services	0.00	1,000.00	-1,000.00	0.0%
252-381 · Audit Services	7,675.00	8,000.00	-325.00	95.9%
252-390 · General Prof & Tech Services	10,846.06	35,000.00	-24,153.94	31.0%
252-410 · Supplies	376.58	1,000.00	-623.42	37.7%
252-470 · Software	299.45	700.00	-400.55	42.8%
252-480 · 252-480 Computer Hardware	1,052.31	1,100.00	-47.69	95.7%
252-640 · Dues and Fees	1,345.60	1,600.00	-254.40	84.1%
252-690 · Grant Indirect Charges	0.00	104,509.00	-104,509.00	0.0%
<b>Total 2520 · Fiscal services</b>	<b>76,735.06</b>	<b>245,438.00</b>	<b>-168,702.94</b>	<b>31.3%</b>
<b>2540 · Plant services</b>				
254-112 · Classified Salaries	33,282.42	41,289.00	-8,006.58	80.6%
254-211 · PERS-Employer Contribution	12,054.85	15,000.00	-2,945.15	80.4%
254-212 · PERS-EPPT PICK	1,775.88	2,477.00	-701.12	71.7%
254-220 · Social Securitiy	2,465.77	3,159.00	-693.23	78.1%
254-231 · Worker's Compensation	20.01	254.00	-233.99	7.9%
254-321 · Cleaning Service	30.00			
254-322 · Repairs and Maintenance	26,051.11	30,000.00	-3,948.89	86.8%
254-324 · Rental	13,337.50	21,000.00	-7,662.50	63.5%
254-325 · Electricity	10,113.70	14,000.00	-3,886.30	72.2%
254-326 · Fuel	210.00	200.00	10.00	105.0%
254-327 · Water	2,343.47	3,500.00	-1,156.53	67.0%
254-328 · Garbage	2,399.77	4,000.00	-1,600.23	60.0%
254-329 · Other property services	8,628.29	10,000.00	-1,371.71	86.3%
254-351 · Telephone	3,037.95	4,400.00	-1,362.05	69.0%
254-355 · Printing	495.77	1,000.00	-504.23	49.6%
254-410 · Supplies	6,186.93	8,000.00	-1,813.07	77.3%
254-460 · Non-consumable supplies	8,827.47	10,000.00	-1,172.53	88.3%
254-520 · Major Building Improvements	13,262.83	40,000.00	-26,737.17	33.2%
254-530 · Improvements Other Than Buildin	30,875.10	30,000.00	875.10	102.9%
254-541 · Equipment	8,988.50	10,000.00	-1,011.50	89.9%
<b>Total 2540 · Plant services</b>	<b>184,387.32</b>	<b>248,279.00</b>	<b>-63,891.68</b>	<b>74.3%</b>
<b>2550 · Transportation</b>				
255-331 · Transportation-Educational	24,990.58	40,000.00	-15,009.42	62.5%
<b>Total 2550 · Transportation</b>	<b>24,990.58</b>	<b>40,000.00</b>	<b>-15,009.42</b>	<b>62.5%</b>
<b>Total 2500 · Support services-business</b>	<b>286,112.96</b>	<b>533,717.00</b>	<b>-247,604.04</b>	<b>53.6%</b>
<b>2620 · Planning Services</b>				
262-390 · Grant Writing	1,497.47			
<b>Total 2620 · Planning Services</b>	<b>1,497.47</b>			
<b>Total 2000 · SUPPORT SERVICES</b>	<b>508,946.37</b>	<b>869,754.00</b>	<b>-360,807.63</b>	<b>58.5%</b>



**Luckiamute Valley Charter Schools**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through March 2020

04/06/20

Accrual Basis

	<u>Jul '19 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of B...</u>
<b>3000 · ENTERPRISE &amp; COMMUNITY</b>				
<b>3100 · Food Services</b>				
310-112 · CLASSIFIED SALARY	14,246.19	22,417.00	-8,170.81	63.6%
310-211 · PERS-EMPLOYER	2,437.59	6,053.00	-3,615.41	40.3%
310-212 · PERS-EPPT CONTRIBUTION	550.24	1,345.00	-794.76	40.9%
310-220 · SOCIAL SECURITY/MEDICARE	1,091.88	1,715.00	-623.12	63.7%
310-231 · WORKERS COMPENSATION	9.98	138.00	-128.02	7.2%
310-410 · CONSUMABLE SUPPLIES	1,498.70	4,000.00	-2,501.30	37.5%
310-450 · FOOD PURCHASE	44,866.62	70,000.00	-25,133.38	64.1%
310-460 · NON CONSUMABLE SUPPLIES	1,755.31	4,000.00	-2,244.69	43.9%
310-640 · dues and fees	2,187.35	2,000.00	187.35	109.4%
<b>Total 3100 · Food Services</b>	<u>68,643.86</u>	<u>111,668.00</u>	<u>-43,024.14</u>	<u>61.5%</u>
<b>Total 3000 · ENTERPRISE &amp; COMMUNITY</b>	<u>68,643.86</u>	<u>111,668.00</u>	<u>-43,024.14</u>	<u>61.5%</u>
<b>4000 · FACILITIES ACQUISITION &amp; CONSTR</b>				
4150 · Building Acq, const, impr. Ser				
415-520 · Building Improvements	4,575.00	4,575.00	0.00	100.0%
415-530 · Improvements-Other	13,029.00	20,000.00	-6,971.00	65.1%
<b>Total 4150 · Building Acq, const, impr. Ser</b>	<u>17,604.00</u>	<u>24,575.00</u>	<u>-6,971.00</u>	<u>71.6%</u>
<b>Total 4000 · FACILITIES ACQUISITION &amp; CONSTR</b>	<u>17,604.00</u>	<u>24,575.00</u>	<u>-6,971.00</u>	<u>71.6%</u>
<b>6560 · Payroll Expenses</b>	<u>1.05</u>			
<b>Total Expense</b>	<u>1,477,913.10</u>	<u>2,512,665.00</u>	<u>-1,034,751.90</u>	<u>58.8%</u>
<b>Net Ordinary Income</b>	<u>370,742.99</u>	<u>-167,521.00</u>	<u>538,263.99</u>	<u>-221.3%</u>
<b>Net Income</b>	<u><u>370,742.99</u></u>	<u><u>-167,521.00</u></u>	<u><u>538,263.99</u></u>	<u><u>-221.3%</u></u>

BOARD REPORT FOR DALLAS SD2  
2018-2019

Beginning Fund Balance **		JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
INCOME		444,184.05												444,184.05
1200	DISTRICT REIMBURSEMENTS			8,327.15	8,272.71	9,908.59	9,184.76	16,895.68	10,763.21	10,993.71				-
1510	Earnings on Investments	24.83	33.08	33.03	33.62	34.93	33.91	34.93	30.99	34.84				74,345.81
1600	Food Services	13.00	1,201.91	1,651.50	1,986.70	7,081.26	7,177.49	3,850.31	5,923.37	6,059.77				294.16
1920	Donations from Private Sources		42.72	80.00	151.00	63.44	1,229.44	5.00	89.60	20.00				34,945.31
1929	PTO													1,681.20
1951	Textbook Sales													-
1999	Grants													-
1990	Miscellaneous Income	91.94	1,016.47	1,699.29										-
3101	State School Support Funds	346,916.39	173,458.19	173,458.19	173,458.19	173,458.19	173,458.19	173,458.19	173,458.19	173,458.19				2,807.70
TOTAL REVENUE		791,230.21	175,752.37	185,249.16	183,902.22	190,546.41	191,083.79	194,244.11	190,265.36	190,566.51	-	-	-	1,734,581.91
														2,292,840.14

EXPENDITURES BY OBJECT														
100	Salaries	3,688.55	17,302.29	104,561.49	91,174.22	134,638.92	93,407.33	83,843.71	96,727.41	102,269.41				727,613.33
200	Benefits	1,513.22	5,857.63	53,307.27	47,962.38	67,817.82	48,876.69	47,416.01	51,152.61	55,101.04				379,004.67
300	Services	1,657.75	6,753.51	12,765.04	14,493.62	20,620.59	16,679.68	36,872.82	15,728.81	17,855.01				143,424.83
400	Supplies	35,718.00	5,040.23	24,310.52	12,891.55	13,833.08	9,444.62	11,393.36	8,789.61	11,292.46				132,713.43
500	Equipment/Improvements	20,651.85	36,035.69	1,717.00	2,974.65	609.97		7,361.54	3,385.95	90.74				72,827.39
600	Dues & Fees	17,683.00	276.35	698.25	1,532.40	610.57	882.58	559.25	78.00					22,318.40
700	Contingency													-
TOTAL EXPENDITURES		80,912.37	71,265.70	197,359.57	171,028.82	238,130.95	169,290.90	187,446.69	175,858.39	186,608.66	-	-	-	1,477,902.05

EXPENDITURES BY FUNCTION														
1000	Instruction	11,148.23	2,689.11	138,317.66	111,289.49	159,419.21	114,518.45	106,005.56	120,180.02	119,092.03				882,659.76
2000	Support	66,842.14	53,996.24	45,223.13	48,484.63	68,868.26	46,972.48	73,361.32	46,727.65	58,518.64				508,994.49
3000	Food Services	1,397.00	26.35	12,293.78	11,254.70	9,843.48	7,799.97	8,079.81	8,950.78	8,997.99				68,643.86
4000	Construction	1,525.00	14,554.00	1,525.00										17,604.00
6000	Contingency													-
TOTAL EXPENDITURES		80,912.37	71,265.70	197,359.57	171,028.82	238,130.95	169,290.90	187,446.69	175,858.45	186,608.66	-	-	-	1,477,902.11

FUND BALANCE	710,317.84	814,804.51	802,694.10	815,567.50	767,982.96	789,775.85	796,573.27	810,980.18	814,938.03	814,938.03	814,938.03	814,938.03	814,938.03	
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\* \*not adjusted to audit





# Dallas Community School Monthly Dashboard Report

MONTH OF: Feb 2020

## Financial Snapshot

Prior month budget vs. actual:

Budget: \$90,167.48    Actual: \$75,686.61

YTD Budget vs. Actual:

Budget: \$864,516.52    Actual: \$665,440.60

DCS Money Market: \$ 189,581.50

Current bank balance: \$ 393,713.91

## Enrollment: Total students: 201

Grade	Enrollment	Grade	Enrollment
K	21	5	20
1	30	6	19
2	33	7	20
3	20	8	11
4	27		

- We have 29 on the current waitlist and 84 applications have come in for next year already.

	Jul '19 – Feb 20	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>					
Direct payment from DSD	\$997,858.45	\$971,115.04	\$26,743.41	%102.75	\$1,335,283.18
Other Income	\$5574.38				
<b>Total Income</b>	\$1,003,432.83	\$971,115.04	\$32,317.79	%103.33	\$1,335,283.18
<b>Expense</b>					
Business Expenses	\$598.80	\$803.36	-\$204.56	%74.54	\$1,250.00
Services and Activities	\$13,121.49	\$27,418.16	-\$14,296.57	%47.86	\$41,000.00
Community Educators	\$34,895.63	\$37,800.00	-\$2,904.37	%92.32	\$63,000.00
Facilities and Equipment	\$29,074.46	\$49,266.68	-\$20,192.22	%59.01	\$60,500.00
Supplies and Expense	\$85,671.24	\$180,500.00	-\$94,828.76	%47.46	\$192,700.00
Administration costs	\$85,470.99	\$109,085.60	-\$23,614.61	%78.35	\$158,400.00
Other Types of Expenses	\$7,287.00	\$7,500.00	-\$213.00	%97.16	\$7,500.00
Payroll Expenses	\$417,409.25	\$447,142.72	-\$29,733.47	%93.35	\$702,636.04
Reconciliation Discrepancies	-\$8,782.38				
Travel and Meetings	\$589.02	\$5,000.00	-\$4,410.98	%11.78	\$5,000.00
<b>Total Expense</b>	\$665,440.60	\$864,516.52	-\$199,075.92	%76.97	\$1,231,986.04
<b>Net Income</b>	\$337,992.23	\$106,598.52	\$231,393.71	%317.07	\$103,297.14

**LUCKIAMUTE VALLEY CHARTER SCHOOLS**  
**BOARD MINUTES**  
**March 30, 2020**  
**Teleconference via GoToMeeting**

**CALL TO ORDER** At 6:35 by Vicki Avery.

**BOARD MEMBERS PRESENT By Roll Call:** Vicki Avery, Matt Beasley, Jim Gardner, Kendall Cates, Fred Wiesensee

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Christy Wilkins, Daniel Shimek, Tammy Pryce

**BOARD SECRETARY:** Cali Beasley

**1. CONSENT AGENDA**

- 1.1. Approval of minutes from February 26, 2020 and board policies AC- Nondiscrimination, BDC – Executive sessions, GBA – Equal Employment Opportunity and JGE – Expulsions.
- 1.2. Fred made a motion to approve the consent agenda and Matt seconded the motion. The consent agenda passed unanimously.

**2. ANNOUNCEMENTS**

- 2.1. Next board meeting – April 15, 2020
- 2.2. 6-8<sup>th</sup> – Field trip to OSU Challenge Course – April 9, 2020 – Canceled/delayed due to the school closure
- 2.3. 8<sup>th</sup> Grade Field trip: Canceled/delayed due to school closure.

**3. VISITORS**

- 3.1. No visitors

**4. PUBLIC COMMENT**

- 4.1. There was no public comment.

**5. BOARD POLICIES – FIRST READING**

- 5.1. JHCD/JHCDA – Medications\*\*/\*: Accept bracketed information, accept and add to consent agenda.
- 5.2. JHCD/JGCDA-AR – Medications\*\*/\*: Accept and add to the consent agenda
- 5.3. JHFE – Reporting of Suspected Abuse of a Child: Page 3, Item #3 accept bracketed item. Page 3 last sentence of next to last paragraph choose prohibited. Accept and add to consent agenda.
- 5.4. JHFE – Reporting of Suspected Abuse of a Child, current version – DELETE: Accept the deletion of this policy and add to consent agenda.
- 5.5. JHFE-AR – Reporting of Suspected Abuse of a Child: Accept and add to consent agenda.
- 5.6. KL – Public Complaints: Table this policy to the next meeting.
- 5.7. KL – Public Complaints, current version – DELETE – Table this change to next meeting.



## 6. FINANCIAL REPORTS:

**6.1. February Financial Reports:** Tammy provided some information on some line items that are approaching 90 to 100% of the budgeted amount. She is going to work with the leadership team of Christy, Daniel and Scott on the use of the profit and loss report to better handle budgetary items. This will also help as the team prepares upcoming budgets.

**6.2. Financing modular unit at Pedee:** Tammy is still working with Columbia Bank regarding the loan. There are still items that the bank is asking for that Tammy can't provide without work from the board. Tammy can ask the bank for a template to provide the plan the bank is requesting. However, discussion turned to ways to buy the building outright. Further discussion at the April meeting.

## 7. FACILITIES

### 7.1. Facilities report:

**7.1.1. New Fence:** The new fence has been completed at Bridgeport. There is a gate for access at the head of the trail down to the river. Jim expressed concern about public access during the summer for the community to use the swimming hole. Matt suggested that a trail could possibly be cleared outside the fence allowing access but keeping the grounds safe. Daniel said he and Scott would look into clearing that space.

**7.1.2. Pedee Office space remodel:** This project was scheduled to begin on March 16, 2020. However, there has been a hold up with getting the permits from the county due to the COVID-19 response. At this time, it is the hope that work will begin the week of April 6<sup>th</sup>.

**7.1.3. Tree removal:** Two trees were removed at Pedee due to their proximity to the power lines. It turned out that they were also rotten in the middle so it was a good decision to remove them.

**7.1.4. Parking spaces:** With the anticipated increase in staff for next year, more parking spaces are needed. One option is to add gravel next to the computer lab to make two spots. Another option is to create some new spots along the highway side of the gym and possibly add an additional exit. There is a pole support that would need to be moved. If it is possible, there could be an additional 8 to 10 spaces available.

**7.2. Children's Internet Protection Act (CIPA)/Internet Safety policy – Public notification – GoGuardian –** The IT person is working on this with a program using GoGuardian. This is required by the e-rate grant. Goal is to have this program up and working by the end of the week.

## 8. NEW BUSINESS

### 8.1. Director's report

**8.1.1. SSA:** Christy is pleased to announce we have hired a highly qualified and experienced school social worker to provide mental health services for our students and their families. Valerie Vogel has accepted this position for the 2020-2021 school



year and a contract has been signed. We still have two SSA funded positions to fill; a full time assistant position at Pedee and a half time music teacher for Bridgeport. The hope is to partner with Kings Valley Charter School for the music position. However, at this time, funding for the SSA grants is uncertain and therefore Christy recommends holding off on posting any further job openings at this time. In her conferences with ODE, at this time there are three possible options for funding the SSA: full funding as scheduled, partial funding on the current time table and delaying funding until July 2021. More information will be coming as the current situation progresses.

**8.1.2. Portland Audubon Camp:** Our 5th grade students recently returned from a 3 day stay at the Portland Audubon Society camp. They were so excited to share their experiences with Christy. The camp location borders the Bull Run Watershed and is an awesome place for youth to learn about wildlife, healthy ecosystems and natural history. The expert instructors provided a safe space for our students to learn, explore and connect with the land and each other. Their instructional model grounds students in science and instills a love and understanding for the natural world. Some of the highlights included night hikes in search of owls, tracking bear along a stream, and learning the subtleties of bird language. In all the years Christy has worked with outdoor programs, she has never seen so much enthusiasm from students about their experience. Christy thanked the board for their generous support of this program.

**8.1.3. Promoting our schools:** Kindergarten registration and the New Student Open House at Pedee are in limbo at this time. Currently, we are looking at options for kindergarten registration which was scheduled for April 9<sup>th</sup>. The open house at Pedee is still technically on the books but may not be feasible depending on the recommendations at that time. As a school, we will have to think outside the box to promote the school and reach our community to increase enrollment for next year.

**8.1.4. COVID-19 shutdown:**

**8.1.4.1. Extended School Year:** As mandated by the governor, all districts in Oregon are continuing to pay staff. Therefore, the allocation of money for this school year is currently being spent. There will be no additional funding to be able to make up these missed days during the summer. Therefore, if we were to hold some sort of summer hours our current budget would have to support that expenditure. Some ideas are being considered and there may be a small amount of federal funding but nothing is assured at this time. Even if we did hold some sort of make-up days, it would likely look like a typical summer school with half-days, etc.

**8.1.4.2. Enrollment:** At this time, all enrollment has been frozen. Publically funded virtual schools may not accept students and parents may not unenroll their students from their current school unless they are going to a private virtual school. ODE made this rule to protect all schools. There is a concern about a large student exodus after



the school year concludes as parents pull their students out of traditional schools to opt for virtual schools out of concerns for their health and safety.

**8.1.4.3. Distance learning:** The teachers and staff are currently working hard to come up with a strong supplemental program that will help now and that perhaps can be adapted to help students in the future during long term absences. This will not replace in-person instruction. Due to the limitations Dallas School District faces, they are not able to provide the same level of interactive supplemental instruction due to the age of their curriculum and other limiting factors. Christy has met with the district regarding this issue to help keep communications open and positive.

**8.1.4.4. Emotional/Social connections:** Teachers are brainstorming ideas to maintain the connections with students during this unprecedented time. Ideas such as personal notes going to each student each week are all being considered. Along with that, the decision has been made to have staff in the offices at both buildings Monday through Thursday 8 am to Noon to answer phones, coordinate communication, support teachers, etc.

**8.1.4.5. Communication:** Christy will continue to communicate with both parents and the board as the parameters of the shutdown and requirements evolve.

## **8.2. Pedee Campus Update: Provided by Daniel Shimek**

**8.2.1.1.** Just prior to the shutdown the Pedee students were able to attend a performance by the Oregon Symphony at Willamette University. Students enjoyed the experience. This program was very well organized.

**8.2.1.2.** Outdoor school for 6<sup>th</sup> grade students has been postponed until next fall. Planning will have to take place to enable this year's 6<sup>th</sup> grade students to be able to attend.

**8.2.1.3.** All other events on the calendar have been canceled or postponed due to the current school shutdown.

## **8.3. Student Enrollment Numbers:**

**8.3.1.** Current enrollment is 193 students vs 188 last year. These numbers are current as of March 3, 2020. Due to the freeze on enrollment and student movement between schools, these numbers will remain the same for now.

## **9. ADJOURN:**

**9.1. Meeting was adjourned at 8:05 by Vicki Avery**

## Community Innovation Partners/Dallas Community School Board Meeting Minutes for February 20<sup>th</sup>, 2020, 6:30 p.m.

**Date:** February 20<sup>th</sup>, 2020  
**Location:** 124 SW Walnut Avenue  
**President:** Wendy Sparks  
**Vice President:** Becki Gann  
**Secretary:** Holly Williamson  
**Treasurer:** Jeremy Anderson  
**Present:** Erin Miller  
**Absent:** Gene Henshaw, Kiley Hoffman

**1. Call to Order:** 6:35 pm. Mission and vision statement read.

**2. Public Comment:** None

**3. Adopt Consent Agenda and Minutes (action):** Wendy motions, Jeremy seconds, all in favor.

**4. Parent-Teacher Organization Update:** The PTO has now submitted the application non-profit status. The official role of the PTO was discussed (to provide supports to the school's operations through volunteering and fundraising). It was recommended that the president of the PTO will send out an introduction letter to recruit new members. Bill will ask for a memorandum of understanding from the PTO to solidify the number of meetings necessary throughout the year. A copy of the minutes of each PTO meeting will be given to Bill and a 1-page summary will also be created to clearly explain the role of the PTO to families.

**5. Financial Updates:**

**a. Treasurer's Report:** Jeremy gave the board members an overview of the "dashboard," where board members can view the financials of DCS. Jeremy explained his goal of using the dashboard to give an overall picture of DCS' financial state at any given time while improving the accuracy of the year to date budget when viewed.

The board discussed updating the 5-year budget projection plan in place, as well as establishing a monthly plan for adding to the savings account. The current layout of the budget will shift to the program that all schools in Oregon will be using possibly next year.

Before the next meeting, Jeremy will check in with Andrea, the bookkeeper, about a reconciliation discrepancy. The budget will also need to reflect the \$2,000.00 needed annually for property taxes on the house owned by DCS.

**b. Discussion: 2020-2021 budget development process:** Bill and Andrea have started this and will have a draft in a couple days. Wendy moves to adjust the budget to add \$3,500.00 dollars to Account 65090 Contract Services for OSBA policy updates and add \$2,000.00 dollars to Account 62825 property tax for this year's taxes that won't be an expense for next year, as well as taking \$5,500.00 dollars off of account 63450 Furniture. Erin seconds. All in favor.

**c. Discussion: updating fiscal policies:** Jeremy to organize a meeting with the finance committee and include ideas about how to kick off the budget planning process. Information needs to be gathered in regards to who is allowed to be on the financial committee as well.



**6. Director's Report:** Guide Meredith Rich shares about her work teaching K-2 grades primarily in The Early Childhood Program at DCS.

**7. SSA Grant discussion:** The amount that DCS will receive is \$125,908. The school will use the funds to improve math and language arts, and to provide a safe and health focused school environment through Social Emotional Learning.

**8. Facility short-term plan budget approval:** The Facility Committee has met twice this year, including a recent meeting where the short-term plan for DCS was discussed. Bill asked for \$65,000.00 worth of authority to compensate for any problems not accounted for on the list provided for current building renovation to make the school more conducive to the 3 to 5 year plan. Action: Jeremy motions to spend \$100,000.00 on building renovation. Erin seconds. All in favor.

**9. OSBA Evaluation discussion:** The board and school director discussed the positive outcomes of this evaluation.

**10. Contract renewal discussion:** Bill relayed that the decision for the charter renewal of DCS will take place on March 9<sup>th</sup>, at 6:30 pm. Bill foresees DSD will want a plan developed for the future high school program (including what to do about graduation rates, qualified staff, etc...) if the program is approved by DSD.

**11. Addition of 9-12 grades discussion:** Wendy motions to instruct the school director to pursue the investigation of a 9-12 edition to the school upon approval of the school district. Holly seconds. All in favor. The goal is to open in in the 20/21 year in September. In the fall of next year, a part time staff person would be hired to start planning strategically what would be necessary to start and run a successful high school.

**12. Strategic Plan Update:** Bill reported on his meeting with WESD. They will return to DCS on the 8<sup>th</sup> of March to interview all the teachers. They will gather information from families, board members and school district members to develop the goals of the strategic plan.

**13. Committees Update:**

**a. Policies committee: Action item: OSBA school policy update expenditure:** Holly to meet with Bill to confirm the policies are correct. Policies reviewed: Education Records/Records of Students with Disabilities Management, and Personally Identifiable Information.

**b. Board Recruitment Committee:** Still holding space for possible members. Bill and Gene invited 2 attorneys, but they declined. The board discussed adding a position for a student (non-voting) if the high school comes to fruition.

**14. New Business:** None

**15. Adjourn until next board meeting on March 19<sup>th</sup>, 2020 at 6:30 pm.**



## Community Innovation Partners/Dallas Community School Agenda for Thursday, March 19, 6:30 p.m.

**PLEASE NOTE: MEETING WILL TAKE PLACE VIA PHONE/VIDEOCONFERENCE.** Individuals requiring accommodation should contact Dallas Community School at [info@dallascommunityschool.org](mailto:info@dallascommunityschool.org) or 503-420-4360

### Join Zoom Meeting

<https://zoom.us/j/354806943>

### One tap mobile

+16699006833,,3548069431# US (San Jose)

### Phone number:

+1 669 900 6833 US (San Jose)

Meeting ID: 354 806 9431

### Mission Statement:

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

### Vision:

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

- 1) Call to order
- 2) Public Comment
- 3) Adopt Consent Agenda and Minutes (action)
- 4) Parent-Teacher Organization Update
- 5) Treasurer's Report
- 6) Director's Report
- 7) School closure contingencies
- 8) Licensed staff contract renewal (action item)
- 9) Strategic planning update
- 10) Committees Update
  - a) Policies Committee
  - b) Board Recruitment Committee
- 11) New Business
- 12) Adjourn