



**Eddyville Charter School  
Board of Directors**

P.O. Box 68  
Eddyville, OR 97343  
Phone: 541.875.2942  
Fax: 541.875.4050

**April 26, 2023- Board Packet  
Regular Session 6pm  
AGENDA**

- 1) Regular Board Meeting Called to Order**
- 2) Past Meeting Minutes: March 15, 2023**
- 3) Agenda Adjustments**
- 4) Informational Items**
  - a) Financial Packet -Doug Byers
- 5) Interested Party Comments**
- 6) Communication**
  - a) Administration Report- Stacy Knudson
  - b) Athletic Director Report- Karla Pearson
  - c) Facilities Manager Report- Danny Wheeler
- 7) Consent Agenda**
  - a) Payment of the Bills
- 8) Action Items**
  - a) Correction of Calendar 23-24
  - b) Superintendent Evaluation Summary
- 9) New Business**
  - a) Policies
  - b) AC-AR
  - c) EHB
  - d) EHB-AR
  - e) KL-AR(1)
  - f) JGE
  - g) JFCF-AR

**Next Meeting April 26th, 2023 at 6:00pm**

- b) Stephanie Mekemson motioned to approve the Payment of Bills, Stuart Imler seconded. All voting members voted in favor of the motion.
- c) Contract Renewals: 3 year contracts
  - i) Jody Becker 1.0 FTE
  - ii) Accepted Angie DeHaan 1.0 FTE
  - iii) Accepted Rebecca Duprau 1.0 FTE
  - iv) Accepted Mark Ekins 1.0 FTE
  - v) Accepted Stacy Knudson 1.0 FTE
  - vi) Accepted Elizabeth Lackey 1.0 FTE
  - vii) Accepted Karla Pearson 1.0 FTE
  - viii) Accepted Greg Wood 1.0 FTE
- d) Contract Renewals: 1 year contracts
  - i) Accepted Alain Brown .5 FTE
  - ii) Accepted Yvonne Castillo 1.0 FTE
  - iii) Accepted Amy Conner 1.0 FTE
  - iv) Accepted SarahAnn Hall 1.0 FTE
  - v) Accepted Logan Lavaque 1.0 FTE
  - vi) Accepted Patrick Mcknight 1.0 FTE
  - vii) Accepted Vicky Roberts 1.0 FTE
  - viii) Accepted Barb Sutherland 1.0 FTE
  - ix) Accepted Morgan Kilduff 1.0 F
- e) Stephanie Mekemson motioned to approve the Contract Renewels, Stuart Imler seconded. All voting members voted in favor of the motion.

## 7) Action Items

- a) Accepted Proposed Calendar 23-24
- b) Ann Cook motioned to approve the Proposed Calendar, Stuart seconded. All voting members voted in favor of the motion.

## 8) New Business

- b) Accepted OMSI Outdoor School -
  - i) Hancock Field Station, Fossil, OR 97830
  - ii) April 10-12
- c) Accepted Senior Trip - Sunriver
  - i) May 29th-31st.
  - ii) Transportation/Chaperones: Mike Pearson, Karla Pearson, Brandy Thomson
  - iii) Leave Time: 9:00 A.M. from ECS
  - iv) Stuart Imler motioned to approve the consent agenda, Ann Cook seconded. All voting members voted in favor of the motion.

**Meeting adjourned at 6:36pm. Next Meeting April 19, 2023 at 6:00pm**

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## MEMORANDUM

April 12, 2023

TO: Eddyville Charter School Board of Directors  
FROM: Doug Byers, LBL-ESD Fiscal Analyst II  
RE: March 31, 2023 Financial Statements

Board Members,

Attached you will find the 2022-23 financial statements through March 31, 2023. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Special Revenue Funds Revenue and Expenditures, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2022 through March 31, 2023 as well as projections through June 30, 2023. The estimated General Fund Ending Fund Balance is \$189,645. Contingency makes up \$100,000 of the Fund Balance total.

The audit for fiscal year 2022-23 is completed. Fund balances have been rolled to the new year and all numbers on the financial statement are audited numbers. Eddyville Charter School was issued an unmodified opinion on the basic financial statements. This means ECS was given a clean opinion with no reservations. There were no exceptions to the state minimum standards listed in the results of the audit. The board letter from Pauly Rogers and Co. is included as part of this month's financial board report. The full financial report is also available.

Eddyville Charter School investments are held in an interest bearing money market account. Investments total \$872,138.04 and are yielding an interest rate of .050%.

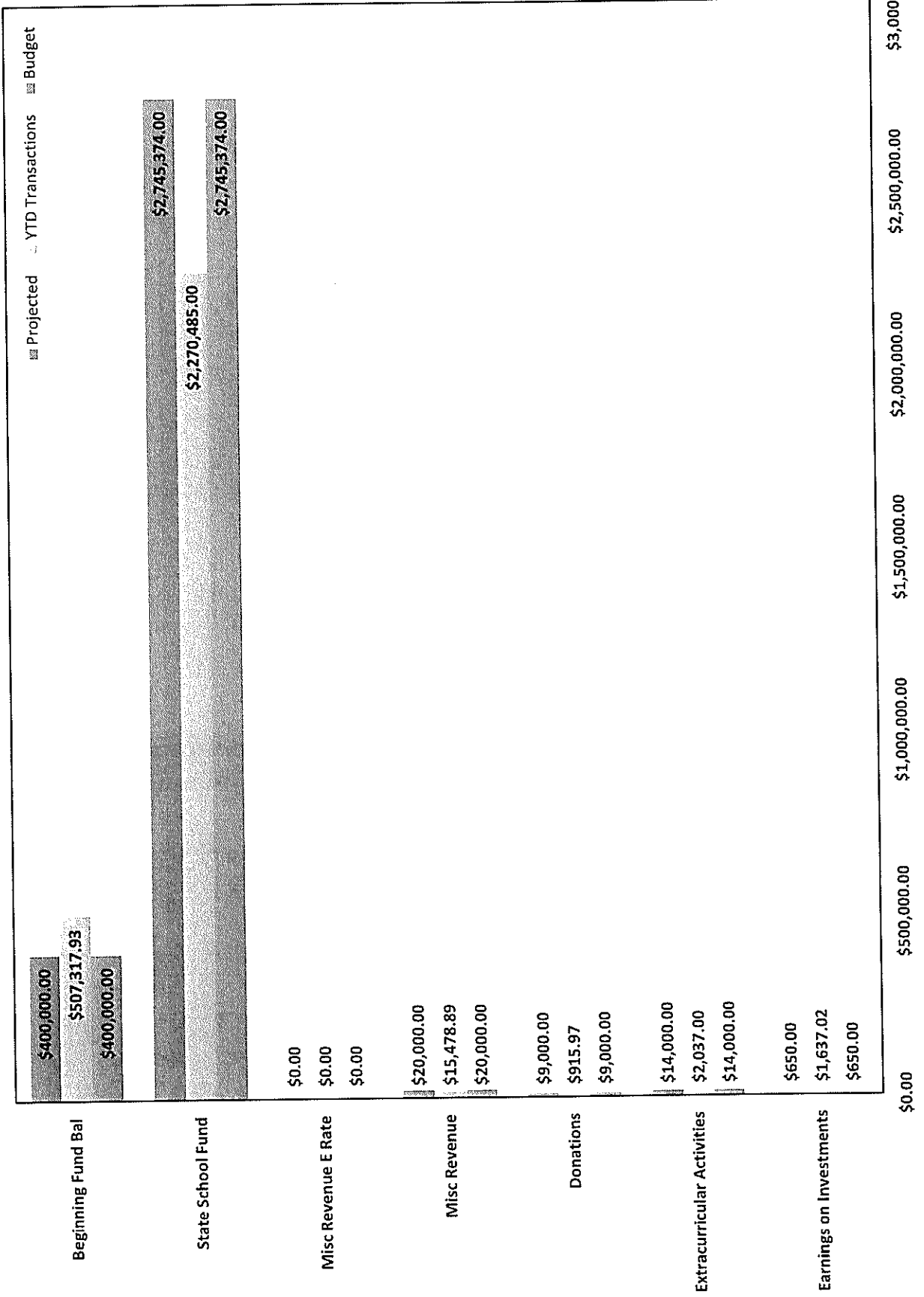
Please let me know if you have any questions or concerns regarding these statements.

Eddyville Charter School  
 General Fund: Statement of Revenue Budget Vs. Actual  
 For the Fiscal Year 2022-2023  
 As of 03/31/2023

Source	2022-2023 Budget	Actual YTD Rev. 3/31/2023	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/Under Budget	Total Actual 6/30/2022	2021-2022 Budget
<b>State Sources</b>							
3101 State School Support Funds	2,745,374	2,270,485	447,435	2,717,920	27,454	2,680,997	2,583,655
3101 SSF- May Adjustment	-	-	-	-	-	-	-
3299 Restricted State Funds	-	-	-	-	-	-	-
<b>Total State Sources</b>	<b>2,745,374</b>	<b>2,270,485</b>	<b>447,435</b>	<b>2,717,920</b>	<b>27,454</b>	<b>2,680,997</b>	<b>2,583,655</b>
<b>Non State School Support Formula Sources</b>							
<b>Local Sources</b>							
1510 Interest on Investments/Bank	650	1,637	600	2,237	(1,587)	540	660
1710 Admissions	4,000	442	2,500	2,942	1,058	5,354	4,000
1740 Fees	10,000	1,595	8,573	10,168	(168)	11,185	11,000
1920 Donations from Private Sources	9,000	916	-	916	8,084	5,210	-
1960 Recovery of Prior Year Exp.	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	20,000	15,479	5,000	20,479	(479)	29,135	23,700
<b>Total Non Formula Local Sources</b>	<b>43,650</b>	<b>20,069</b>	<b>15,673</b>	<b>36,742</b>	<b>6,908</b>	<b>51,424</b>	<b>39,360</b>
<b>State/Federal Sources</b>							
<b>Total State/Federal Sources</b>							
<b>Other Sources</b>							
5200 Interfund Transfers	400,000	507,318	-	507,318	(107,318)	594,307	400,000
5400 Beginning Fund Balance	400,000	507,318	-	507,318	(107,318)	594,307	400,000
<b>Total Non SSF Revenue</b>	<b>443,650</b>	<b>527,387</b>	<b>16,673</b>	<b>544,060</b>	<b>(100,410)</b>	<b>645,731</b>	<b>439,360</b>
<b>Total Resources</b>	<b>\$ 3,189,024</b>	<b>\$ 2,797,872</b>	<b>464,108</b>	<b>\$ 3,261,980</b>	<b>\$ (72,956)</b>	<b>\$ 3,326,728</b>	<b>\$ 3,023,015</b>
				Less Estimated Requirements			
				<b>\$ (3,072,335)</b>			
				<b>Estimated Ending Fund Balance</b>			
				<b>\$ 189,645</b>			

# General Fund Revenue - March 2023

## Projections - YTD - Budget



Eddyville Charter School  
 General Fund: Statement of Expenditures Budget Vs. Actual  
 For the Fiscal Year 2022-2023  
 As of 03/31/2023

Function	Adopted 2022-2023 Budget	Actual YTD Exp. 3/31/2023	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2022
<b>Instruction</b>							
1111 Elementary, K-6	761,207	435,735	293,579	729,315	31,892.42	95.81%	661,464
1113 Elementary Extracurricular	7,436	2,247	4,817	7,064	371.80		3,974
1121 Middle/Junior High Programs	313,183	219,580	145,347	364,926	(51,743.31)	116.52%	367,658
1122 Middle/Junior High School Extracurricular	31,534	25,992	3,965	29,957	1,576.70	95.00%	20,251
1131 High School Programs	487,410	293,106	199,262	492,368	(4,958.27)	101.02%	497,856
1132 High School Extracurricular	110,114	82,403	22,206	104,608	5,505.70	95.00%	94,356
1400 Summer School	-	80	80	160	(80.00)	0	8,140
<b>Total Instruction</b>	<b>1,710,884</b>	<b>1,059,144</b>	<b>669,255</b>	<b>1,728,399</b>	<b>(17,435)</b>		<b>1,653,699</b>
<b>Support Services</b>							
2122 Counseling Services	900	47	763	810	90.00		155
2130 Health Services	1,250	10,827	373	11,199	(9,949.28)	895.94%	8,507
2210 Improvement of Instruction Services	1,000	1,890	-	1,890	(890.00)	189.00%	1,800
2230 Assessment & Testing	2,000	-	2,000	2,000	-		1,680
2240 Staff Development	4,500	-	4,275	4,275	225.00		620
2310 Board of Education	83,347	75,664	3,516	79,180	4,167.35	95.00%	71,382
2321 Office of the Superintendent Services	134,598	91,429	36,439	127,868	6,729.90	95.00%	122,152
2411 Office of the Principal Services	281,859	236,685	104,618	341,303	(59,443.99)	121.09%	186,965
2520 Fiscal Services	58,283	58,571	122	58,692	(409.36)	100.70%	56,998
2541 Maintenance	-	1,936	319	2,255	(2,255.00)	0.57%	222,452
2542 Maintenance	394,909	223,152	46,252	269,404	125,504.77	184.13%	158,266
2552 Transportation	146,314	121,182	41,616	162,798	(16,484.11)	154.76%	90,675
2643 Staff Accounting Services	105,195	76,880	24,994	101,873	3,321.57	280.58%	9,934
2660 Technology	36,308	43,976	8,735	52,711	(16,403.21)		931,586
<b>Total Support Services</b>	<b>1,250,463</b>	<b>942,238</b>	<b>274,021</b>	<b>1,216,259</b>	<b>34,204</b>		<b>1,863,171</b>
<b>Other Requirements</b>							
5200 Transfers of Funds	127,677	127,677	127,677	127,677	-	0.00%	269,178
6000 Contingency	100,000	-	-	-	100,000		-
<b>Total Other Requirements</b>	<b>227,677</b>	<b>127,677</b>	<b>127,677</b>	<b>127,677</b>	<b>100,000</b>		<b>269,178</b>
<b>Total</b>	<b>\$ 3,189,024</b>	<b>\$ 2,129,059</b>	<b>\$ 1,070,953</b>	<b>\$ 3,072,335</b>	<b>\$ 116,769</b>		<b>\$ 3,786,048</b>



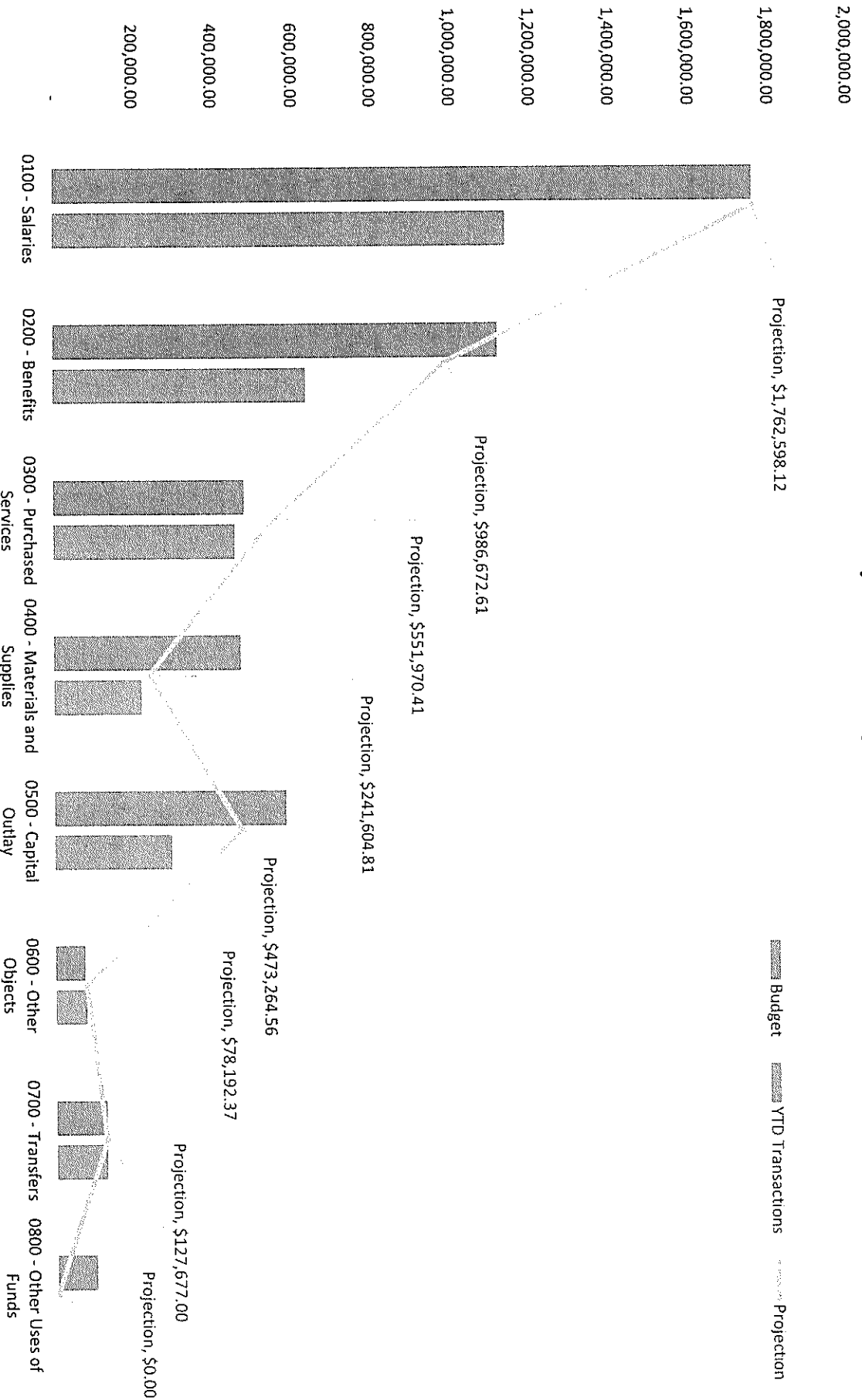


Eddyville Charter School  
 YTD Appropriations  
 For the Fiscal Year 2022-2023  
 As of 03/31/2023

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
<b>General Fund, 100</b>						
1000 Instruction	\$ 1,710,884	0.00	\$ 1,059,144	\$ 656,451	\$ 1,715,595	\$ (4,711)
2000 Support Services	\$ 1,250,463	0.00	\$ 942,238	\$ 249,692	\$ 1,191,931	\$ 58,532
5200 Transfers	\$ 127,677		\$ 127,677	\$ -	\$ 127,677	\$ -
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
<b>Sub Totals</b>	<b>\$ 3,189,024</b>	<b>-</b>	<b>\$ 2,129,059</b>	<b>\$ 906,144</b>	<b>\$ 3,035,203</b>	<b>\$ 153,821</b>
<b>Special Funds, 200</b>						
1000 Instruction	\$ 404,499		\$ 216,591	\$ 87,453	\$ 304,044	\$ 100,455
2000 Support Services	\$ 534,842		\$ 228,517	\$ 81,211	\$ 309,728	\$ 225,114
4000 Building Acquisition	\$ -		\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Sub Totals</b>	<b>\$ 939,341</b>	<b>-</b>	<b>\$ 445,108</b>	<b>\$ 168,665</b>	<b>\$ 613,773</b>	<b>\$ 325,568</b>
<b>Capital Projects, 400</b>						
2000 Support Services	\$ 25,000		\$ 20,561	\$ -	\$ 20,561	\$ 4,440
4000 Facility Construction	\$ 566,677		\$ 304,493	\$ 177,572	\$ 482,065	\$ 84,612
<b>Sub Totals</b>	<b>\$ 591,677</b>	<b>-</b>	<b>\$ 325,053</b>	<b>\$ 177,572</b>	<b>\$ 502,625</b>	<b>\$ 89,052</b>
<b>Totals</b>	<b>\$ 4,720,042</b>	<b>\$ -</b>	<b>\$ 20,561</b>	<b>\$ -</b>	<b>\$ 4,151,600</b>	<b>\$ 568,442</b>
			304,492.69	177,571.87		

# EXPENDITURES BY OBJECT

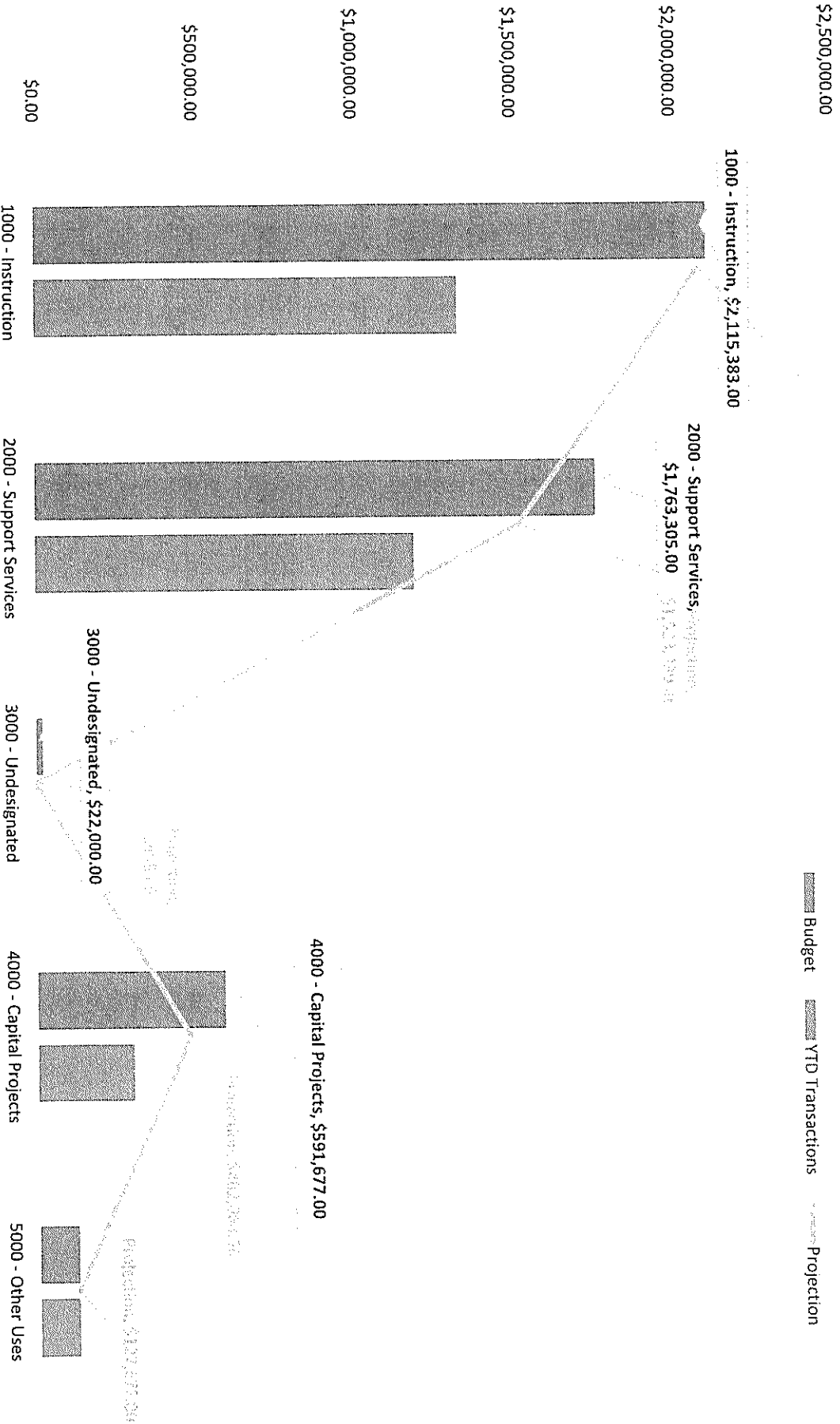
## July 1 - February 28, 2023



# EXPENDITURES BY FUNCTION

## July 1 - February 28, 2023

Approved: *[Signature]*  
 Date: 03/01/23



Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2023 To Date: 03/31/2023  
 From Check: To Check:  
 From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
2022	03/02/2023	ANALYTICAL LABORATORY & CONSULTANTS	\$139.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
		Auto Chlor System	\$234.25	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2023	03/02/2023	Brooks, Betsy	\$128.16	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2024	03/02/2023	COASTAL REFRIGERATION	\$1,113.80	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2025	03/02/2023	CONSUMERS POWER INC	\$4,289.05	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2026	03/02/2023	CULLIGAN WATER SYSTEMS	\$64.45	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2027	03/02/2023	IconiPro	\$4,580.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2028	03/02/2023	INDUSTRIAL WELDING SUPPLY	\$5.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2029	03/02/2023	Oregon School Facilities Management Assc	\$45.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2030	03/02/2023	OSAA	\$2,690.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2031	03/02/2023	PACIFIC NORTHWEST COUNSELING, LLC	\$4,166.67	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2032	03/02/2023	STAPLES ADVANTAGE	\$126.28	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2033	03/02/2023	Western States Electrical Construction	\$250.00	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2034	03/02/2023	XEROX CAPITAL SERVICES	\$27.22	1173	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2035	03/02/2023	DAHL DISPOSAL SERVICE	\$952.40	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2038	03/08/2023	M & E SEPTIC SERVICE	\$535.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2039	03/08/2023	OREGON DEPARTMENT OF JUSTICE	\$400.00	1182	Printed	Expense	<input type="checkbox"/>		
2040	03/08/2023	PAULY, ROGERS AND CO., P.C.	\$1,400.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2041	03/08/2023	PEAK Internet	\$820.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2042	03/08/2023	RAU PLUMBING, INC	\$683.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2043	03/08/2023	SECRETARY OF STATE	\$50.00	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2044	03/08/2023	Sierra Springs	\$248.98	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2023 To Date: 03/31/2023  
 From Check: To Check:  
 From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
2046	03/08/2023	STAPLES ADVANTAGE	\$655.46	1182	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2047	03/15/2023	AMAZON.COM	\$245.87	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2048	03/15/2023	Certum networks	\$3,181.48	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2049	03/15/2023	CONSUMERS POWER INC	\$5,855.41	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2050	03/15/2023	COSA	\$225.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2051	03/15/2023	Down Home Printing	\$224.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2052	03/15/2023	INDUSTRIAL WELDING SUPPLY	\$6.98	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2053	03/15/2023	Oregon School Facilities Management Assc	\$45.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2054	03/15/2023	PIONEER PRINTING, INC.	\$100.75	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2055	03/15/2023	RAU PLUMBING, INC	\$785.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2056	03/15/2023	True Cut Engraving	\$45.00	1183	Printed	Expense	<input type="checkbox"/>		
2057	03/15/2023	Western States Electrical Construction	\$3,044.00	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2058	03/15/2023	XEROX CAPITAL SERVICES	\$635.74	1183	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2059	03/24/2023	RARIDEN, DEBRA	\$393.69	16	Printed	Payroll	<input type="checkbox"/>		
2060	03/24/2023	Sanders , Jimmy D JR	\$916.06	16	Printed	Payroll	<input type="checkbox"/>		
2061	03/24/2023	OREGON DEPARTMENT OF JUSTICE	\$455.00	1191	Printed	Payroll Ded	<input checked="" type="checkbox"/>	03/31/2023	
2062	03/24/2023	Texas Life Ins. Co	\$555.65	1191	Printed	Payroll Ded	<input type="checkbox"/>		
2063	03/23/2023	Environmental Inspection Services	\$1,800.00	1192	Printed	Expense	<input type="checkbox"/>		
2064	03/23/2023	Mid Valley Softball Umpires Association	\$1,200.00	1192	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
2065	03/23/2023	Mid-Valley Baseball Umpire Association	\$718.10	1192	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$44,036.45

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2023

From Check:

From Voucher:

End of Report

To Date: 03/31/2023

To Check:

To Voucher:

# Non-Check Batch Listing

Eddyville Charter School, Inc.

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2023 To Date: 03/31/2023  
 From Voucher: To Voucher:

Account: 618680-8000

Date	Account	Amount	Account	Account	Posted	Account
03/09/2023	OEBB	\$2,429.12	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$827.73	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$704.37	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$2,367.15	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$26,178.72	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	-\$9.80	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$9.80	1176	Posted to G/L PR	<input type="checkbox"/>	
03/09/2023	OEBB	\$156.80	1176	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	OEBB	\$4.50	1176	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	-\$0.05	1177	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	\$5,186.98	1177	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	\$7,956.71	1177	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	\$26,869.81	1177	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	\$548.72	1177	Posted to G/L PR	<input type="checkbox"/>	
03/10/2023	PERS	\$984.94	1177	Posted to G/L PR	<input type="checkbox"/>	
03/06/2023	LOWES	\$51.92	1180	Posted to G/L AP	<input type="checkbox"/>	
03/06/2023	CHEVRON	\$0.00	1180	Posted to G/L AP	<input type="checkbox"/>	

Printed: 04/12/2023 9:41:30 AM

Report: rptGLNonCheckListing

# Non-Check Batch Listing

Eddyville Charter School, Inc.

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

	From Date:	03/01/2023	To Date:	03/31/2023
	From Voucher:		To Voucher:	
03/06/2023	TOWNE PUMP	\$60.92	1180	Posted to G/L AP <input type="checkbox"/>
03/06/2023	CASH & CARRY SMARTFOOD SERVICE	\$110.73	1180	Posted to G/L AP <input type="checkbox"/>
03/06/2023	CHEVRON	\$41.99	1180	Posted to G/L AP <input type="checkbox"/>
03/06/2023	CHEVRON	\$0.00	1180	Posted to G/L AP <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$8,225.41	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$101.60	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	OSU FEDERAL CREDIT UNION	\$375.00	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$2,816.90	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$300.00	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$6,332.66	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$1,000.00	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	EDDYVILLE CHARTER SCHOOL	\$88,573.03	1185	Posted to G/L PR <input type="checkbox"/>
03/24/2023	INTERNAL REVENUE SERVICE - FEDERAL TAX	\$8,581.83	1186	Posted to G/L PR <input type="checkbox"/>
03/24/2023	INTERNAL REVENUE SERVICE - MEDICARE	\$4,115.94	1186	Posted to G/L PR <input type="checkbox"/>
03/24/2023	INTERNAL REVENUE SERVICE - SS	\$17,599.10	1186	Posted to G/L PR <input type="checkbox"/>
03/24/2023	OR DEPT OF REVENUE - STATE TAX	\$9,137.64	1187	Posted to G/L PR <input type="checkbox"/>
03/24/2023	AMERICAN FIDELITY ASSURANCE	\$1,000.00	1188	Posted to G/L PR <input type="checkbox"/>

Printed: 04/12/2023 9:41:30 AM

Report: rptGLNonCheckListing



# Non-Check Batch Listing

Eddyville Charter School, Inc.

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2023 To Date: 03/31/2023  
 From Voucher: To Voucher:

Date	Description	Amount	Account	Posted	Account	AP/PR	Checked
CO - TSAS							
03/24/2023	FLEX ACCOUNT ADMINISTRATION	\$595.83	1189	Posted to G/L	PR		<input type="checkbox"/>
03/25/2023	EXPEDIA	\$273.72	1194	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	Sugar Vibes Donut Company	\$54.60	1194	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	Local Boyz Hawaiian CA	\$280.00	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	SAFEWAY	\$78.83	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	Oregon City Sporting Goods	\$2,885.00	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	Dick's Sporting Goods	\$798.29	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	BANK CARD CENTER	\$142.80	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	ADOBE	\$14.99	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	Oregon Athletic Directors Association	\$338.00	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	CHEVRON	\$76.06	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	BANK CARD CENTER	\$0.00	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	BANK CARD CENTER	\$220.00	1195	Posted to G/L	AP		<input type="checkbox"/>
03/25/2023	BANK CARD CENTER	\$345.68	1195	Posted to G/L	AP		<input type="checkbox"/>

Total for Fund: 48

Total Amount: \$228,743.97  
 Total Amount: \$228,743.97

End of Report

Printed: 04/12/2023 9:41:30 AM

Report: rptGLNonCheckListing

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 03/01/2023 To Date: 03/31/2023  
From Check: To Check:  
From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
264	03/02/2023	Copeland Lumber Co	\$52.21	1174	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
265	03/02/2023	McKnight, Patrick	\$209.69	1174	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
266	03/02/2023	Pat-E-Macs BBQ & Catering LLC	\$76.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
267	03/02/2023	Spring Valley Dairy	\$184.58	1174	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
268	03/07/2023	OBC NORTHWEST, INC.	\$1,075.48	1181	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
269	03/14/2023	AMAZON.COM	\$1,122.90	1184	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
270	03/14/2023	Spring Valley Dairy	\$40.26	1184	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2023	
Total Amount:			\$2,761.12						
End of Report									

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 03/01/2023 To Date: 03/31/2023  
From Voucher: To Voucher:

Account: 618680-8001

03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$92.32	1175	Posted to G/L AP	<input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1175	Posted to G/L AP	<input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1175	Posted to G/L AP	<input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$152.52	1175	Posted to G/L AP	<input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1175	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$350.67	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	FRED MEYER INC.	\$38.56	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	WAL-MART	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	WAL-MART	\$21.88	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	BANK CARD CENTER	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	BANK CARD CENTER	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	BANK CARD CENTER	\$9.15	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	BANK CARD CENTER	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 03/01/2023

To Date: 03/31/2023

	From Voucher:	To Voucher:
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	SAFEWAY	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	BANK CARD CENTER	03/21/2023
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	03/21/2023
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	03/21/2023
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	03/21/2023

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

	From Date:	To Date:	From Voucher:	To Voucher:	
	03/01/2023	03/31/2023			
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$137.45	1178	<input type="checkbox"/>
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$103.53	1178	<input type="checkbox"/>
03/21/2023			\$115.68	1178	<input type="checkbox"/>
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$119.15	1178	<input type="checkbox"/>
03/21/2023			\$0.00	1178	<input type="checkbox"/>
03/21/2023			\$525.00	1178	<input type="checkbox"/>
03/21/2023			\$87.93	1178	<input type="checkbox"/>

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 03/01/2023

To Date: 03/31/2023

		From Voucher:		To Voucher:	
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$107.20	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	CASH & CARRY SMARTFOOD SERVICE	\$87.02	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	Costco	\$138.39	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	Costco	\$137.50	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	Costco	\$540.19	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	WAL-MART	\$70.93	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	WAL-MART	\$0.00	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	SAFEWAY	\$10.98	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	DOLLAR TREE, INC.	\$12.50	1178	Posted to G/L AP	<input type="checkbox"/>
03/21/2023	JC MARKET	\$10.17	1178	Posted to G/L AP	<input type="checkbox"/>

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

	From Date:	03/01/2023	To Date:	03/31/2023
	From Voucher:		To Voucher:	
03/21/2023	WAL-MART	\$170.24	1178	Posted to G/L AP <input type="checkbox"/>
03/21/2023	WAL-MART	\$0.00	1178	Posted to G/L AP <input type="checkbox"/>
03/21/2023	WAL-MART	\$176.76	1178	Posted to G/L AP <input type="checkbox"/>
03/21/2023	SAFEWAY	\$32.87	1178	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$41.43	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>

# Non-Check Batch Listing

Eddyville Charter School, Inc.

Fiscal Year: 2022-2023

Criteria:

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

	From Date:	03/01/2023	To Date:	03/31/2023
	From Voucher:		To Voucher:	
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$358.02	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$327.52	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	ADOBE	\$359.64	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$182.30	1179	Posted to G/L AP <input type="checkbox"/>
03/01/2023	CASH & CARRY SMARTFOOD SERVICE	\$0.00	1179	Posted to G/L AP <input type="checkbox"/>

Total for Fund: 83 Total Amount: \$4,866.01

Total Amount: \$4,866.01

End of Report



April 2023

## Administration Report

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Enrollment: 195

6<sup>th</sup> Grade Outdoor School April 10-12 in Fossil, OR (OMSI) – It has been an incredible experience for our students, staff and volunteers.

Attendance: ECS overall attendance/RAR is still well below our goal of 90%. We have ranged from 59% - 74.7%.

We work closely with LCSD attendance coach for our families with the lowest attendance.

K-1<sup>st</sup> attended a Hatfield Marine Science Center field trip in early April where they studied ocean life and other marine science.

Classes participating in Spring Fling/Science and Art Fair May 19 w/ ECS Booster Club's Bingo and Silent Auction as well as Kindergarten Round-up.

Leadership students operated a kids' movie night event during the Athletics Auction. They did an excellent job and created a fun space for students and have another parent night out movie event in the works.

State Assessments are underway.

Health Education Support – Optimal Health Program teaches relationship education and life skills. Program is presented to grades 6-11 (which is 6<sup>th</sup> – 9<sup>th</sup> grades). All content is aligned to Oregon health education standards, Erin's Law requirements and taught in an 8-session format. This is being offered to us free through a grant.

Tier 3 reading groups are being given a double dose of reading instruction and small group work by adding in a second 20-min. session each day.

### Administrative

ECS safety Team

Conference with retired veterans of Bravo Company, campus walk-through and report drawn up for enhanced security measures. They have also offered a training during a PD day without students present.

Layers of mitigation are being implemented and budgeted for implementation

PACE Assurances being met for 5% discount – PACE Day 4/13

PACE Training Day – April  
SAM Prevention responsibilities – done  
Safe Schools – Oregon tip line done/in place/promoted  
Risk mgt. survey – done  
Cyber Security training and protocols in place  
Property Review – scheduled for May

Monthly Personal + Authentic book study final session was held April 5 with a pizza party. It was an opportunity to reflect on the message's impact on instruction, leadership and overall personal relationships. It was also a fun hour to connect with staff and team build in an authentic manner.

Feedback: Next year's book is preferably on an audible format. The rest of the experience was meaningful and appreciated.

Check out the book study website at: <https://www.thomascsmurray.com/authenticedu>

Leading NOW National Superintended Cohort – monthly 'crowdsource' coffees are held virtually to address/discuss current issues and solutions. Summer retreat (July 17-19) Philadelphia, PA. (All expenses paid)

I have been re-elected to OASSA Executive Board representing 1A/2A schools in Oregon

OSSA (small school association) Conference in April 20 + 21. I will be part of the presentation/instruction panel @ORSN

Monthly Cohort Sessions with

Portico and Inflexion for each Secondary Admin. and Superintendents (Shared Vision for Readiness)

Monthly 1:1 Coaching sessions

Portico and Inflexion for each Secondary Admin. and Superintendents

Monthly Zoom meetings

OASSA executive board meetings and conference planning sessions (Currently 1A/2A rep – term ends this year.)

OTR (School/District leaders and legislative update meetings)

Women Superintendents of Oregon Meetings once a month

Advanced ED (Cognia) training series from January through June for the 2023-24 accreditation review.

3 online courses have been taken

1 full day of training

Executive Summary and Assurances extended to May 1

Review and Evaluation scheduled for Spring 2024. (Prep work begins now.)

Summer Learning training and informational sessions with ODE April 6

ECS Summer Learning Team meeting April 11 to begin planning and reports to ODE for Summer '23

Seed Survey customized, Data collection process and PD discussed/planned

60 hrs direct instruction for students entering K-9 grades. Equitable, inclusive and culturally relevant

Admin. and Finance (LBLESD) have been working on the 23-24 budget with the latest projections from the SSF.

Curriculum adoption to enhance reading and early literacy continues with ORSN ECRI (SSA or HB 3198 ?)

Running scenarios: Step v. COLA v. No movement (PD flex days and hours option)

Assumptions: Same ADMw rate at \$9.9B vs. \$10.3B SSF goal

Make-up instruction day is scheduled for April 21, 2023

Integrated Guidance complete for ODE (Both SIA + HSS)

Linn West Architecture completed the requested data (per LC) on each window install and condition.

Waiting on final permit approval for Hagen Construction to move forward on the siding/window project – Phase 1.

*ECS Athletics*  
*Board Report*



- HS Track - Track is underway and our student-athletes have competed in three meets, so far. We are currently working on obtaining high jump mats from Mapleton HS, so we can add another event for our track athletes. Mr. Wood is working on developing a thrower's pit/ring and we've ordered netting for safety purposes to protect those around our throwers.
- Baseball - Our baseball team is currently playing an "away" schedule this season and we're trying to schedule as many double headers as possible to reduce bus and travel expenses.
- Softball - Is splitting home games between Memorial Field in Toledo and Toledo Elementary and then traveling with the boys to away games.
- Pitching/Catching Clinic - We've held two clinics so far and have one more on the calendar. I have three guest coaches who have been donating their time to work with our pitchers and catchers and teaching them some new drills and skills. We had a great turnout last Sunday and we're looking forward to the next one.
- Our first annual Sports Dessert and Silent Auction was a huge success! We still have donations coming in, but our total as of today is \$16,456. Thank you to everyone who donated items and/or came to support our student-athletes. Our kids did a great job helping with set-up, tear-down, clean-up, and displaying auction items.

# Eddyville Charter School

# 2023-2024

## Academic Year Calendar



**August 23**

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

**October 23**

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

**February 24**

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

**June 24**

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

**November 23**

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

**March 24**

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

**July 24**

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

**December 23**

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

**April 24**

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

**August 24**

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

**September 23**

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

**January 24**

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

**May 24**

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

**September 24**

Su	M	Tu	W	Th	F	Sa

## Events

8/1	Admin/Office first day
8/22-8/24	Staff PD- Inservice
8/28	*First Day of School K-12
9/4	NO School - Labor Day
9/15	Staff PD- Inservice
10/13	Statewide Inservice
10/26	Noon release - Conferences 12:30-8pm
10/27	Conferences By appt./PLC work
11/20-11/24	Thanksgiving Break- NO SCHOOL
12/18-1/1	Winter Break - NO SCHOOL
1/1	NO SCHOOL - New Year's Day
1/2	School Resumes K-12
1/15	MLK Day - NO SCHOOL
1/25	Semester 1 Ends
1/26	Semester 1 Grading Day
2/2	*Potential Make-up Day
2/19	Presidents' Day - NO SCHOOL
3/8	*Potential Make-up Day
3/25-3/29	Spring Break - NO SCHOOL
4/25	Conferences 4-8pm
4/26	Conferences By appt./PLC work
5/8	Staff PD / Spring Fling Work
5/27	Memorial Day- NO SCHOOL
6/7	Graduation
6/13	Semester 2 Ends/Students' Last Day
6/14	Semester 2 Grading Day/Teachers' Last Day
6/27	Office Staff Last Day - End of Year

## Superintendent evaluation summary, April 26, 2023

During our latest evaluation of Superintendent, Ms. Knudson, our board has found that Ms. Knudson has shown proof of being a strong leader for our students, families and staff. Under Ms. Knudson's leadership this past year, the school has implemented a thriving CTE program, has accomplished increasement of test scores, and continues to recruit highly qualified staff who care about their students under her leadership.. Ms. Knudson has increased the school's communication to the Eddyville community and is mindful of its importance.

# Eddyville Charter School

Code: EHB  
Adopted:

## Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of public charter school data as well as any information systems that store, process, or transmit public charter school data, and protect the information resources of the public charter school from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the public charter school objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the public charter school, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate public charter school objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy and accompanying administrative regulation applies to all staff and third-party agents of the public charter school as well as any other public charter school affiliate, including students, who are authorized to access public charter school data and to all computer and communication devices and systems that store, process, or transmit public charter school data.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 192  
ORS Chapter 338

ORS 336.184  
ORS 646A.600 - 646A.626

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.  
Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.  
Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.  
Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.

# Eddyville Charter School

Code: EHB-AR  
Revised/Reviewed:

## Cybersecurity

Throughout its lifecycle, an information system that stores, processes or transmits public charter school data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the Information Technology Department, given the level of sensitivity, value and criticality that the public charter school data has to the public charter school.

Individuals who are authorized to access public charter school data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

### Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the director to oversee the information security program. The ISO will be a senior-level employee at the public charter school. The responsibilities of the ISO include the following:

1. Developing and implementing a school-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of public charter school data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins;
6. [Implementing an IT security audit.]

“Data owner” means a management-level employee of the public charter school who oversees the lifecycle of one or more sets of public charter school data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to public charter school data;
2. Determining the appropriate criteria for obtaining access to public charter school data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of public charter school data;
4. Understanding and approving how public charter school data is stored, processed, and transmitted by the public charter school and by third-party agents of the public charter school; and
5. Understanding how public charter school data is governed by public charter school policies, state and federal regulations, contracts and other legal binding agreements.

“Data custodian” means an employee of the Information Technology Department who has administrative and/or operational responsibility over public charter school data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how public charter school data is stored, processed and transmitted by the public charter school and by third-party agents of the public charter school;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of public charter school data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of public charter school data;
4. Provisioning and deprovisioning access to public charter school data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of public charter school data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User,” for the purpose of information security, means any employee, contractor or third-party agent of the public charter school who is authorized to access Public Charter School Information Systems and/or public charter school data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of public charter school data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of public charter school data to a manager or the Information Technology Department; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of public charter school data to the Information Technology Department.

### **Classification of Information**

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the public charter school should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All public charter school data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the public charter school or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by



confidentiality agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.<sup>1</sup>

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the public charter school or its affiliates. By default, all public charter school data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the public charter school and its affiliates. Examples of public data include information intended for broad use within the public charter school community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

### **Online Services and Applications**

Public charter school employees are encouraged to research online services or applications to support the pursuit of public charter school objectives. However, public charter school employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data, until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects public charter school data. This prior approval is required whether or not the software or online service is obtained or used without charge.

### **Implementation**

The Information Technology Department is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

### **Violations of Policy and Misuse of Information**

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the

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<sup>1</sup> These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

explicit requirements of data owners for the proper management, use and protection of information resources.

Violations may result in disciplinary action in accordance with public charter school policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are encouraged to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.

# Eddyville Charter School

Code: AC-AR  
Adopted:

## Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1     {{1}} Complaints may be oral or in writing and should be filed with the administrator. Any staff member that receives a written or oral complaint shall report the complaint to the administrator.

The administrator shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within [10] school days of receipt of the complaint.

[2][Step 2] If the complainant wishes to appeal the decision of the administrator, the complainant may submit a written appeal to the administrator's designee within five school days after receipt of the administrator's response to the complaint.

The designee shall review the administrator's decision within five school days and may meet with all parties involved. The designee will review the merits of the complaint and the administrator's decision. The designee will respond in writing to the complainant within 10 school days.

Step [3] If the complainant is not satisfied with the decision of the designee, a written appeal may be filed with the Board within five school days of receipt of the designee's response in Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will address each allegation in the complaint and contain the reasons for the Board's decision. A copy of the Board's decision shall be sent to the complainant in writing within [3-10] days of ~~this meeting~~ receipt of the appeal by the Board.

If the Board decides not to hear the appeal the administrator's decision is final.

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{{1} For public charter school information. The timelines set forth in each step of the school's complaint procedure, beginning here, is recommended to be within 30 days of the submission of the complaint at any step. The school and complainant may agree in writing to a longer time period for that step. The school's complaint procedure is recommended to not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the school and the complainant have agreed in writing to a longer time period.}}

[2] Notes on preparation of this administrative regulation for adoption: If there is only an administrator, delete step 2 and move directly to step 3. Be sure to change 'director' to 'administrator' as appropriate and renumber the steps appropriately.]

[[3]] If the administrator is the subject of the complaint the individual may start at Step [2] [3] and file a complaint with the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member may start at Step [3], should be submitted to the Board chair, and may be referred to counsel. Complaints against the Board chair may start at Step [3] and should be referred directly to the Board vice chair.

Timelines may be extended based upon mutual consent of the public charter school and the complainant in writing.

### **Appeal Process**

A decision reached by this public charter school board for a complaint that alleges a violation of OAR 581-021-0047 (Prohibition against using Native American mascots) may be appealed to Oregon Department of Education (ODE) under OAR 581-002-0001 - 581-002-0023.

[[4]]

A decision reached by this public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), may be appealed to the board of the Lincoln County School District. The complainant may file such appeal with the Board chair of the LCSD Board. A final decision reached by the Board of LCSD may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.

### **OR**

[A final decision reached by the public charter school board for a complaint that alleges a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or OAR 581-021-0046 (Discrimination), is recognized as the final decision regarding this complaint<sup>5</sup> by the Board of [name of public charter school's sponsor]. A final decision may be appealed to ODE under OAR 581-002-0001 - 581-002-0023.]

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[[3] If there is only a public charter school administrator, the complainant may file with the Board chair; make appropriate bracketed language selections in the first sentence then delete second sentence. If there is an administrator and a director, make the appropriate bracketed language selections in this paragraph using the first and second sentences to outline to whom a complaint is filed.}}

[[4] The public charter school board is strongly encouraged to have a discussion with their sponsor about the next step for a complainant – choose one of the following bracketed options.}}

<sup>5</sup> The public charter school board is given this authority by the school's sponsor, [name of school sponsor], as established by [the charter agreement] [Board policy] [a resolution of the [name of school sponsor] board].

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint \_\_\_\_\_ Date \_\_\_\_\_ School or Activity \_\_\_\_\_

Student/Parent  Employee  Job applicant  Other  \_\_\_\_\_

Subject of complaint:

- |                                                        |                                             |                                                                         |
|--------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Race                          | <input type="checkbox"/> Familial status    | <input type="checkbox"/> Income level                                   |
| <input type="checkbox"/> Color                         | <input type="checkbox"/> Economic status    | <input type="checkbox"/> Athletic ability                               |
| <input type="checkbox"/> Religion                      | <input type="checkbox"/> Veterans' status   | <input type="checkbox"/> Proficiency in English language                |
| <input type="checkbox"/> Sex                           | <input type="checkbox"/> Age                | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin     | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Other _____                                    |
| <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Gender identity    |                                                                         |
| <input type="checkbox"/> Marital status                | <input type="checkbox"/> Pregnancy          |                                                                         |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of discussion.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who should we talk to and what evidence should we consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested solution/resolution/outcome:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint form should be mailed or submitted to the [administrator] [director].

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division or the U.S. Department of Labor, Equal Employment Opportunities Commission.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

*OR*

[When a recommendation for expulsion is made, the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it has been waived.

If the Board is conducting the expulsion hearing, the Board may designate a Board member or a third party to run the hearing. The director will provide relevant information to the Board, including the director's recommendation and duration on disciplinary action.<sup>2</sup> This information will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. The Board will make the final decision regarding the expulsion.]

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>3</sup> or by certified mail<sup>4</sup> at least five days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges and the specific facts that support the charge or charges;
  - b. ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
  - e.b. ~~A recommendation statement of intent to consider the charges as a reason for expulsion;~~
  - d.c. The student's right to a hearing;
  - e.d. When and where the hearing will take place; and
  - f.e. ~~The student may be represented by counsel or other persons;~~right to representation.
2. ~~The Board may expel, or delegate the authority to decide on an expulsion to the public charter school administrator, who may also act as the hearings officer. The Board may contract with an individual who is not employed by the public charter school to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the public charter school administrators;~~
3. ~~Expulsion hearings will be conducted in private and will not be open to the general public, unless the student or the students' parents request otherwise;~~
- 4.2. ~~If a case the parent or student has difficulty understanding~~does not understand the English language or has other serious communication disabilities, the public charter school will provide an interpreter

<sup>2</sup> Evidence may include the relevant past history and student education records.

<sup>3</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>4</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

during the hearing. All communications will be in a manner that is understandable to the parents and student translator;

- 5.3. The student shall be permitted to have a representation present at the hearing to advise and to present arguments. The representation may be an attorney, and/or parent or other person. The public charter school's attorney may be present;
- 6.4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
- 7.5. The student shall be permitted to be present and to hear the evidence presented by the public charter school;
- 8.6. The hearings officer or the student may record the hearing;
- 9.7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
- ~~10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the student's parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~
- ~~11. If the Board has delegated authority to the administrator [or designee] to act as the hearings officer, the administrator may designate himself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the public charter school board for review. If the decision of the hearings officer is appealed to the Board for review, the findings of fact and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student if age 18 or over and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~
- 12.8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will **not** be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential record;
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, the public charter school must notify the resident district of the student about the impending expulsion.

## END OF POLICY

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### Legal Reference(s):

ORS 192.660

ORS 332.061

ORS 336.615 - 336.665

ORS 338.115(1)(j)

ORS 339.115

ORS 339.240

ORS 339.250

OAR 581-021-0050

OAR 581-021-0070

OAR 581-021-0071

House Bill 2514 (2019)