



**Eddyville Charter School**  
**Board of Directors**  
P.O. Box 68  
Eddyville, OR 97343  
Phone: 541.875.2942  
Fax: 541.875.4050

**Board Packet - Regular Session Zoom Meeting**  
**April 15, 2020 6:00pm AGENDA**

- 1) **Meeting Called to Order**
- 2) **Past Meeting Minutes: February 19, 2019** Pg. 2-4
- 3) **Agenda Adjustments**
- 4) **Informational Items**
  - a) Financial Packet March and April – Rhonda Allen Pg. 5- 14
- 5) **Interested Party Comments** During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.
- 6) **Communication**
  - a) Administration Report- March- Stacy Knudson Pg. 15- 16
  - b) Administration Report- April- Stacy Knudson Pg. 17-18
  - c) Athletic Director Report- Mike Ulstad Pg. 19
- 7) **Action Items**
  - a) Payment of the Bills
  - b) Policy Updates/Second Readings
    - i) JHC: Student Health Services and Requirements Pg. 20-22
    - ii) IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases Health Education Pg. 23-25
    - iii) JGAB: Use of Restraint or Seclusion Pg. 26-29
    - iv) JGAB-AR: Use of Restraint or Seclusion Pg. 30-32
  - c) Superintendent/Principal Evaluation Process and contract renewal
  - d) Certified Staff Contracts up for Renewal
    - i) Angie Dehaan- 3 years
    - ii) Mark Ekins- 3 years
    - iii) Morgan Friday- 1 year
    - iv) Heather Johnson- 1 year
    - v) Casey Johnson- 1 year
    - vi) Abi Warren- 1 year
    - vii) Stephanie Austin- 1 year
    - viii) Jill Whisler- 1 year
    - ix) Betsy Brooks- 1 year
    - x) Leonard Mckenzie-1 year
    - xi) Greg Wood (from 0.5 to 1.0 FTE) - 1 year
- 8) **New Business**
  - a) Policy First Reading
    - i) GBDA: Expression of Milk or Breastfeed in the Workplace Pg. 33-34

**Next Meeting: May 20, 2020 at 6:00pm**

**February 19, 2020 6:00pm**  
**Board Meeting- Regular Session**  
**AGENDA**

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

**Administration in Attendance:** Stacy Knudson

**Board Members Absent:** John Lancaster

**ESD Financial Manager:** Rhonda Allen

**Minutes prepared by:** Nicole Tyler Catron

- 1) **Meeting Called to Order** at 6:03pm by Ryan Gassner
- 2) **Past Meeting Minutes: January 15, 2020**
  - a. Lisa Rorie moved to approve the passing of the January meeting minutes. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- 3) **Agenda Adjustments**
  - a. Raymond Gentle and Jennifer Gentle resignations June 30, 2020
  - b. Lisa Rorie moved to approve the passing of the agenda adjustments. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- 4) **Informational Items**
  - a. Financial Packet – Statement of Actual Budget vs. Actual For the Fiscal Year 2019-2020 – Rhonda Allen
    - I. Expenditures Over/Under Budget: A founded calculation error (\$164,334)
      1. Total ending fund balance adjusted: \$447,499
    - II. Larry Cook - Beginning of Charter would like for salary pay to not exceed more than 80% of budget
    - III. Stacy Knudson - SIA annual grant of \$210,000
    - IV. Stacy Knudson – ODE site visit was great / Complimented Eddyville’s efforts and accomplishments.
- 5) **Interested Party Comments**
  - a. Nicole Tyler Catron
    - I. K-5 Music and Secondary African Drumming Program
    - II. Received \$10,000: “Take it to the Court for Education” grant from the Portland Trailblazers for a music room/building space.
- 6) **Communication**
  - a. Administration Report- Stacy Knudson (In Packet)
    - I. Sickness: attendance down
    - II. SIA Grant voted for Counselor, Behavior Specialist and CTE

## 7) Action Items

- a. Payment of the Bills – January
  - I. Lisa Rorie moved to approve. Ryan Gassner seconded the motion. All voting members voted unanimously in favor of the motion.
- b. Revision/Adoption 2020-2021 Academic Calendar
  - I. Lisa Rorie moved to approve the Revision/Adoption of 2020-2021 Academic Calendar. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c. Budget Calendar
  - I. Lisa Rorie moved to approve the Budget Calendar. Rebecca Phillips-Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- d. 2<sup>nd</sup> Reading/Policy Updates/Approval
  - I. JFCJ: Weapons in Schools
    1. Lisa Rorie moved to approve JFCJ Reading/Policy Updates. Abe Silvonen seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
  - II. JFCF: Hazing, Harassment...
    1. Lisa Rorie moved to approve JFCF Reading/Policy Updates. Abe Silvonen seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
  - III. JED: Student Absences
    1. Lisa Rorie moved to approve JED Reading/Policy Updates. Abe Silvonen seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
  - IV. IKF: Graduation Requirements
    1. Lisa Rorie moved to approve IKF Reading/Policy Updates. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- e. Outdoor School in Fossil, Oregon May 11-14
  1. Lisa Rorie moved to approve Outdoor School in Fossil, OR May 11-14. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- f. Drumming to Seattle April 11<sup>th</sup>, 2020
  1. Lisa Rorie moved to approve Drumming to Seattle April 11<sup>th</sup>, 2020. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- g. Acceptance of Sarah Croy resignation effective June 30, 2020
  1. Lisa Rorie moved to approve the acceptance of Sarah Croy's resignation. Abe Silvonen seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- h. MOU w/LC Sherriff Office for shared access to security cameras on ECS Campus
  1. Larry Cook moved to approve the MOU w/LC Sherriff Office shared access to security cameras on ECS Campus. Abe Silvonen seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

- i. SIA grant proposal for Health and Safety with counseling and behavior specialist FTE and well-rounded education with expanded CTE offerings and performing arts
    - 1. Lisa Rorie moved to approve the SIA grant proposal for Health and Safety and well rounded education. Rebecca Phillips-Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
  - j. Acceptance of Raymond Gentle resignation effective June 30, 2020
    - 1. Lisa Rorie moved to approve the acceptance of Raymond Gentle's resignation. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
  - k. Acceptance of Jennifer Gentle resignation effective June 30, 2020
    - 1. Lisa Rorie moved to approve the acceptance of Jennifer Gentle's resignation. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- 8) **New Business**
- a. Policy First Reading
    - I. JGAB: Use of Restraint or Seclusion (in Packet)
      - 1. P. 28. #4) change to "will" only
    - II. JGAB-AR: Use of Restraint or Seclusion
    - III. IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Ed
    - IV. JHC: Student Health Services and Requirements
- 9) **Meeting Adjourned at 7:26pm by Ryan Gassner.**
- 10) **Next Meeting: March 18, 2020 at 6pm.**



April 13, 2020

TO: Eddyville Charter School Board of Directors  
FROM: Rhonda Allen, LBL-ESD Assistant Business Manager  
RE: March 31, 2020 Financial Statements

Board Members,

Attached you will find the 2019-2020 financial statements through March 31, 2020 which presents actual revenue and expenditures through March 31, 2020 and projected revenue and expenditures for April 1, 2020 through June 30, 2020. At this time, the estimated ending fund balance for FY19/20 is \$388,601, with \$100,000 of that balance reserved in Contingency.

In review of the districts appropriations, fund 100 support services and fund 200 instruction is over budget. These will be resolved through an appropriation transfer or possibly a supplemental budget in the next board meeting.

We are in a very unique situation right now with COVID-19. There will most likely be financial impacts to the district as we look forward to the next fiscal year. It is very probable that we will see some change in Oregon's general fund revenue, especially those that come from property taxes and lottery dollars. A reduction in funds could result in a change in our budget for next year and, as a result, impact future years depending on how long the pandemic lasts. The next economic forecast is scheduled for May 20, 2020 which will hopefully provide more information in regard to school funding. At this time, because of the number of unknowns, we will continue to budget with the last revenue estimates released from the state while making contingency plans in the event of a future reduction.

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 2019-2020**  
**As of 3/31/2020**

Source	2019-2020 Budget	Actual YTD Rev. 3/31/2020	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/Under Budget	Total Actual 6/30/2019	2018-2019 Budget
<b>SSF Funding</b>							
3101 State School Support Funds	2,446,204	2,046,710	555,110	2,601,820	(155,616)	2,290,048	2,153,079
3101 SSF- May Adjustment			-	-	-	44,581	
<b>Total SSF Funding</b>	<b>2,446,204</b>	<b>2,046,710</b>	<b>555,110</b>	<b>2,601,820</b>	<b>(155,616)</b>	<b>2,334,629</b>	<b>2,153,079</b>
<b>Non State School Support Formula Sources</b>							
<b>Local Sources</b>							
1510 Interest on Investments/Bank	1,400	1,676	564	2,240	(840)	1,920	1,200
1710 Admissions	3,000	-	-	-	3,000	4,499	-
1740 Fees	3,500	-	-	-	3,500	6,530	-
1920 Donations from Private Sources	2,000	-	-	-	2,000	7,523	-
1960 Recovery of Prior Year Exp.	500	-	-	-	500	-	500
1990 Miscellaneous Local Revenue	10,000	44,659		44,659	(34,659)	10,161	15,000
<b>Total Non Formula Local Sources</b>	<b>20,400</b>	<b>46,335</b>	<b>564</b>	<b>46,899</b>	<b>(26,499)</b>	<b>30,633</b>	<b>16,700</b>
<b>Other Sources</b>							
5400 Beginning Fund Balance	405,000	600,599		600,599	(195,599)	827,264	750,000
<b>Total Other Sources</b>	<b>405,000</b>	<b>600,599</b>	<b>-</b>	<b>600,599</b>	<b>(195,599)</b>	<b>827,264</b>	<b>750,000</b>
<b>Total Non SSF Revenue</b>	<b>425,400</b>	<b>646,934</b>	<b>564</b>	<b>647,498</b>	<b>(222,098)</b>	<b>857,897</b>	<b>766,700</b>
<b>Total Resources</b>	<b>\$ 2,871,604</b>	<b>\$ 2,693,644</b>	<b>555,674</b>	<b>\$ 3,249,318</b>	<b>\$ (377,714)</b>	<b>\$ 3,192,526</b>	<b>\$ 2,919,779</b>
				Less Estimated Requirements	\$ (2,860,717)		
				<b>Estimated Ending Fund Balance</b>	<b>\$ 388,601</b>		

**Eddyville Charter School**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**For the Fiscal Year 2019-2020**  
**As of 3/31/2020**

Function	Adopted 2019-2020 Budget	Actual YTD Exp. 3/31/2020	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2018
<b>Instruction</b>							
1111 Elementary, K-6	652,963	383,229	249,304	632,533	20,430	96.87%	501,021
1113 Elementary Extracurricular	-	1,182	-	1,182			
1121 Middle/Junior High Programs	363,012	208,295	154,717	363,012	-	100.00%	326,716
1122 Middle/Junior High School Extracurricular	23,762	17,008	3,604	20,613	3,149	86.75%	16,032
1131 High School Programs	436,426	267,880	169,354	437,234	(808)	100.19%	293,009
1132 High School Extracurricular	70,688	62,531	8,157	70,688	-	100.00%	67,731
<b>Total Instruction</b>	<b>1,546,851</b>	<b>940,126</b>	<b>585,136</b>	<b>1,525,261</b>	<b>22,772</b>		<b>1,204,510</b>
<b>Support Services</b>							
2122 Counseling Services	60,000	53,320.23	13,000	66,320	(6,320)		84
2130 Health Services	3,000	41,106	38,465	79,571	(76,571)	2652.37%	
2210 Improvement of Instruction Services	1,000	-	-	-	1,000	0.00%	1,000
2230 Assessment & Testing	3,000	-	-	-	3,000		2,528
2240 Staff Development	9,200	1,453	-	1,453	7,747		
2310 Board of Education	67,764	49,606	3,325	52,931	14,833	78.11%	49,777
2321 Office of the Superintendent Services	99,541	66,642	32,899	99,541	-	100.00%	163,694
2411 Office of the Principal Services	257,416	153,456	83,715	237,171	20,245	92.14%	136,838
2520 Fiscal Services	48,300	48,883	-	48,883	(583)	101.21%	49,055
2542 Maintenance	365,361	349,428	83,935	433,363	(68,002)	118.61%	259,789
2552 Transportation	207,680	133,833	73,847	207,680	-	100.00%	218,372
2643 Staff Accounting Services	76,198	57,537	22,018	79,555	(3,357)	104.41%	73,108
2660 Technology	26,293	26,386	2,600	28,986	(2,693)	110.24%	36,489
<b>Total Support Services</b>	<b>1,224,753</b>	<b>981,651</b>	<b>353,804</b>	<b>1,335,455</b>	<b>(110,702)</b>		<b>990,734</b>
<b>Other Requirements</b>							
5200 Transfers of Funds	-	-	-	-	-		396,683
6000 Contingency	100,000	-	-	-	100,000	0.00%	-
<b>Total Other Requirements</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>		<b>396,683</b>
<b>Total Requirements</b>	<b>\$ 2,871,604</b>	<b>\$ 1,921,777</b>	<b>\$ 938,940</b>	<b>\$ 2,860,717</b>	<b>\$ 12,069</b>		<b>\$ 2,591,927</b>

**Eddyville Charter School**  
**Other Funds: Statement of Revenue Expenditures Budget Vs. Actual**  
**For the Fiscal Year 2019-2020**  
**As of 3/31/2020**

<b>Fund</b>	<b>Description</b>	<b>Beginning Fund Balance as of 7/1/2019</b>	<b>YTD Revenue</b>	<b>YTD Expenditures</b>	<b>Balance as of 3/31/2020</b>
210	BLM Grant	0.00	0.00	0.00	0.00
211	Aspire Grant	0.00	1,800.00	0.00	1,800.00
212	BLM Grant L16AC00309	0.00	0.00	884.85	-884.85
213	STCCF - Independing Reading	0.00	2,989.00	2,934.86	54.14
229	CTE Revitalization		0.00	833.59	-833.59
272	Emergency Preparedness	162.91	0.00	0.00	162.91
273	MidWay Foundation	1,218.00	0.00	0.00	1,218.00
274	Outdoor School	-2,231.25	2,231.25	0.00	0.00
277	STCCF/Medical Responder Class	0.00	0.00	0.00	0.00
278	Oregon State Credit Union Mini Grants	226.37	900.00	740.56	385.81
281	STCCF/Basketball Uniforms & Storage	0.00	0.00	0.00	0.00
282	Three Rivers Foundation	0.00	5,746.53		5,746.53
283	STCCF/Science & Body Systems	0.00	0.00	0.00	0.00
284	Clemens Fondation- Weight Room	0.00	10,000.00	7,553.81	2,446.19
285	Or Association Woodturns Grant	0.00	1,000.00	1,000.00	0.00
286	Selco CU Creater Learning Grant	0.00	706.99	724.93	-17.94
298	High School Success	0.00	37,387.77	38,499.10	-1,111.33
299	Student Body Funds	35,090.50	34,162.31	14,802.40	54,450.41
400	Capital Project Funds	353,217.58	0.00	0.00	353,217.58
<b>Totals</b>		<b>387,684.11</b>	<b>96,923.85</b>	<b>67,974.10</b>	<b>416,633.86</b>



**Eddyville Charter School**  
**YTD Appropriations**  
**For the Fiscal Year 2019-2020**  
**As of 3/31/2020**

<b>Fund</b>	<b>Appropriations</b>	<b>Resolutions</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Totals</b>	<b>(Over)/Under Budget</b>
<b>General Fund, 100</b>						
1000 Instruction	\$ 1,546,851		\$ 940,126	\$ 555,462	\$ 1,495,588	\$ 51,263
2000 Support Services	\$ 1,224,753		\$ 981,651	\$ 266,211	\$ 1,247,862	\$ (23,109)
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
<b>Sub Totals</b>	<b>\$ 2,871,604</b>	<b>\$ -</b>	<b>\$ 1,921,777</b>	<b>\$ 821,673</b>	<b>\$ 2,743,450</b>	<b>\$ 128,154</b>
<b>Special Funds, 200</b>						
1000 Instruction	\$ 31,050		\$ 50,133	\$ 8,389	\$ 58,522	\$ (27,472)
2000 Support Services	\$ 39,354		\$ 2,205	\$ 165	\$ 2,370	\$ 36,984
5200 Transfers	\$ 15,000		\$ -	\$ -	\$ -	\$ 15,000
<b>Sub Totals</b>	<b>\$ 85,404</b>	<b>\$ -</b>	<b>\$ 52,338</b>	<b>\$ 8,554</b>	<b>\$ 60,892</b>	<b>\$ 24,512</b>
<b>Student Body Funds, 299</b>						
1000 Instruction	\$ 75,000		\$ 14,802	\$ 3,973	\$ 18,775	\$ 56,225
<b>Sub Totals</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 14,802</b>	<b>\$ 3,973</b>	<b>\$ 18,775</b>	<b>\$ 56,225</b>
<b>Capital Projects, 400</b>						
2000 Support Services	\$ 20,000		\$ -	\$ -	\$ -	\$ 20,000
4000 Facility Construction	\$ 327,161		\$ -	\$ -	\$ -	\$ 327,161
<b>Sub Totals</b>	<b>\$ 347,161</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 347,161</b>
<b>Totals</b>	<b>\$ 3,379,169</b>	<b>\$ -</b>	<b>\$ 1,988,917</b>	<b>\$ 834,200</b>	<b>\$ 2,823,117</b>	<b>\$ 556,052</b>

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2020

To Date: 03/31/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
645	03/03/2020	SPIKES, ELLA	\$720.03	11	Printed	Payroll	<input checked="" type="checkbox"/>	03/31/2020	
646	03/09/2020	AMAZON.COM	\$191.25	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
647	03/09/2020	Copeland Lumber Co	\$56.96	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
648	03/09/2020	COSA	\$210.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
649	03/09/2020	CULLIGAN WATER SYSTEMS	\$676.29	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
650	03/09/2020	DAVE BROOKS	\$414.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
651	03/09/2020	Earth20	\$67.49	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
652	03/09/2020	INDUSTRIAL WELDING SUPPLY	\$5.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
653	03/09/2020	KNUDSON, STACY BROOKE	\$245.08	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
654	03/09/2020	MID-VALLEY BASKETBALL OFFICIALS ASSC.	\$2,454.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
655	03/09/2020	NORTHWEST REGIONAL ESD	\$32.25	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
656	03/09/2020	PIONEER TELEPHONE CO	\$1,395.67	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
657	03/09/2020	SECRETARY OF STATE	\$50.00	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
658	03/09/2020	STAPLES ADVANTAGE	\$55.43	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
659	03/09/2020	Western States Electrical Construction	\$833.95	1158	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
660	03/18/2020	AMAZON.COM	\$848.49	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
661	03/18/2020	BUEL, LEON	\$202.40	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
662	03/18/2020	CONSUMERS POWER INC	\$3,891.21	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
663	03/18/2020	DAHL DISPOSAL SERVICE	\$887.00	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
664	03/18/2020	Hardwood Center	\$444.68	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
665	03/18/2020	HOME DEPOT	\$427.05	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
666	03/18/2020	PACIFIC NORTHWEST COUNSELING, LLC	\$6,500.00	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
667	03/18/2020	STAPLES ADVANTAGE	\$548.15	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 03/01/2020

To Date: 03/31/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
668	03/18/2020	XEROX CAPITAL SERVICES	\$771.94	1162	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
669	03/18/2020	BSN Sports	\$2,885.45	1163	Printed	Expense	<input type="checkbox"/>		
670	03/25/2020	OBTESHKA, TERRY L	\$1,804.48	12	Printed	Payroll	<input checked="" type="checkbox"/>	03/31/2020	
671	03/25/2020	Borrego, Ricardo	\$641.17	12	Printed	Payroll	<input checked="" type="checkbox"/>	03/31/2020	
672	03/25/2020	BERGER, JEANINE	\$194.92	12	Printed	Payroll	<input type="checkbox"/>		
673	03/25/2020	BRATTAIN, STEVEN P	\$194.92	12	Printed	Payroll	<input type="checkbox"/>		
674	03/25/2020	AMERICAN FIDELITY HEALTH SERVICES ADMIN	\$50.00	1168	Printed	Payroll Ded	<input checked="" type="checkbox"/>	03/31/2020	

Total Amount: \$27,699.26

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

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

From Date: 03/01/2020

To Date: 03/31/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
83	03/09/2020	Botello, Beatriz	\$75.00	1159	Printed	Expense	<input checked="" type="checkbox"/>	03/31/2020	
84	03/18/2020	Newport Performing Art Center	\$336.00	1164	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$411.00						
End of Report									

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2019-2020

From: 7/1/2019

To: 3/30/2020

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
703 Classroom Supplies	.00	1,480.00	(60.00)	1,420.00	.00	1,420.00
704 Locker Fee	813.73	435.00	.00	1,248.73	.00	1,248.73
716 MS/HS Field Trip (6-12)	911.35	300.00	(661.50)	549.85	.00	549.85
719 Activities Bus	85.00	60.00	.00	145.00	.00	145.00
720 Elem Athletics	898.22	895.00	(150.24)	1,642.98	.00	1,642.98
721 Boys BB	1,163.52	106.00	(305.25)	964.27	.00	964.27
722 Girls BB	54.48	1,717.00	(1,018.25)	753.23	.00	753.23
724 VB	3,883.94	1,627.00	(4,035.00)	1,475.94	.00	1,475.94
725 Track	755.21	.00	.00	755.21	.00	755.21
727 Cheer	349.05	2,799.00	(2,094.00)	1,054.05	.00	1,054.05
728 Gate Receipts	.00	2,204.75	.00	2,204.75	.00	2,204.75
729 Pay to Play	.00	7,590.00	.00	7,590.00	.00	7,590.00
730 Football	511.91	1,849.15	.00	2,361.06	.00	2,361.06
748 PE Locker/Towel Fee 6-12	.00	690.00	.00	690.00	.00	690.00
749 Technology Fee	.00	1,600.00	(30.00)	1,570.00	.00	1,570.00
750 Art	16.05	.00	.00	16.05	.00	16.05
751 Drumming	129.03	.00	.00	129.03	.00	129.03
752 Hobby Hour	128.47	.00	.00	128.47	.00	128.47
754 Yearbook/Annual	586.12	.00	.00	586.12	.00	586.12
755 Concessions	573.26	.00	.00	573.26	.00	573.26
756 Foods	568.23	142.50	(92.57)	618.16	(218.94)	399.22
757 Horticulture	2,249.55	.00	.00	2,249.55	(800.00)	1,449.55
760 PAADA/OHANA	4,578.83	33.00	(329.95)	4,281.88	.00	4,281.88

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	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
761 Student Incentives	917.65	272.59	(288.28)	901.96	(109.00)	792.96
763 BLM	1,261.61	660.00	(249.00)	1,672.61	(200.00)	1,472.61
764 Drama	391.00	.00	.00	391.00	.00	391.00
765 Leadership	1,180.23	790.00	(299.95)	1,670.28	.00	1,670.28
766 EMR	70.00	.00	.00	70.00	.00	70.00
778 Sixth/Seventh/Eighth Grade	159.99	.00	.00	159.99	.00	159.99
779 Elementary General	1,219.17	3,575.00	(2,073.70)	2,720.47	.00	2,720.47
780 Kindergarten	1,461.32	.00	(172.57)	1,288.75	.00	1,288.75
781 First Grade	1,718.58	.00	(437.41)	1,281.17	(270.49)	1,010.68
782 Second Grade	1,698.64	.00	(264.95)	1,433.69	.00	1,433.69
783 Third Grade	429.72	.00	(174.95)	254.77	.00	254.77
784 Fourth Grade	1,495.88	.00	(304.50)	1,191.38	.00	1,191.38
785 Fifth Grade	193.19	.00	.00	193.19	.00	193.19
787 Class of 2022	3,359.79	716.00	(370.90)	3,704.89	(52.00)	3,652.89
788 Class of 2021	402.00	1,011.80	(515.09)	898.71	(17.88)	880.83
789 Class of 2020	356.76	3,386.44	.00	3,743.20	(2,862.16)	881.04
790 Class of 2019	362.34	.00	.00	362.34	.00	362.34
800 Class of 2023	106.68	.00	.00	106.68	.00	106.68
850 Coffee Shop	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	<b>35,040.50</b>	<b>33,940.23</b>	<b>(13,928.06)</b>	<b>55,052.67</b>	<b>(4,530.47)</b>	<b>50,522.20</b>

End of Report

## Administrative Report

March 2020

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### Academic

- ✓ Enrollment: Elementary-93, Secondary- 117
- ✓ African Drumming trip to Seattle has been cancelled by event staff due to Corvid-19.
- ✓ Dr. Seuss Week was a success and many participated in the impromptu Spirit Week activities.
- ✓ SBAC is underway
- ✓ Attendance is down another 3% from last month (RAR 70%), which is not what we want to see. We are best dealing with this illness scare, but it is impacting our attendance severely.
- ✓ Music Gala event is scheduled for May 30<sup>th</sup>. This is going to be a large fundraising event for our performing arts program that is developing. Outside artists will be performing before our K-12 showcase, catered dinner for purchase, and local donors are assisting in this event. More details will be available within the next month.
- ✓ Spring Bingo is scheduled for April 3<sup>rd</sup>
- ✓ Spring Fling and Horticulture Sale is scheduled for May 20<sup>th</sup>.
- ✓ CTE – manufacturing attended a hands on field trip this month and excitement is growing around these program.
- ✓ 2020 Youth Summit for Indian Education was cancelled due to Corvid-19.
- ✓ Student Council is working on their next assembly and also met with admin. to discuss ideas for next year regarding passing time, break time, advisory, lockers for the middle school, and a new hall pass system. They were professional and brought many new ideas to the table in a respectable manner. Admin. is working through some logistics but there is promise in these proposals.
- ✓ Business class coffee shop is operational thanks to Greg Wood for stepping in to finish all the connectivity, installs and troubleshooting. There will be extensive training this next week for use of the machines, they will open for staff business on March 31, and the official grand opening will be April 1<sup>st</sup>! It is quite impressive.

### Administrative

- ✓ Charter Admin. Meeting for the final meeting is being hosted by ECS with LCSD administration. This will be held the first week in May.
- ✓ Budget work details continue to be discussed and prepared.
- ✓ Sports marketing and our athletics department and admin. are working with Daktronics Sports Marketing to develop a sponsorship proposal and plan for revenue generation to support our programs.

- ✓ Yoga certification has been issued to our school nurse – Betsy Brooks. She has started offering classes to staff 2x/week. She is hopeful to incorporate into health and PE next year for students.
- ✓ Classified staff week was celebrated with fruits, donuts, lunch, and cards of thanks.
- ✓ April 6-10 is Oregon's School Lunch Week and school board members are encouraged to come to school and eat with the kids on one of those days. This would be a fun experience!
- ✓ In the last newsletter, it posts all the recent grants received: Blazers, CTE Revitalization, Three Rivers, Oregon State Credit Union for two, SIA, and potentially the Seismic Rehabilitation. ECS has an amazing staff working together to acquire funding beyond the general fund to enhance programs for kids. This is an incredible amount of work and we appreciate these efforts!

### **Facilities**

- ✓ Radon extended testing is currently underway by EIS in four classrooms.
- ✓ Trail Blazer 'Take It To The Court' grant was issued and final details are being prepped to order the yurt and ground work required to house the music program.
- ✓ A second bid has been given for a total gym residing project.
- ✓ Toledo Fire came out to assess the museum. They advised that we do our own demolition and apply for a burn permit. They may even come out to manage the burn, but it needs to happen on the hill. They also recommend doing this asap before the burn ban is enforced.
- ✓ CTE revitalization grant building plans and permits are in progress with Greg Wood taking the lead.



## Administrative Report

April 2020

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### Academic

- ✓ SBAC and Essential Skills measures will not be conducted/calculated this year due to COVID-19.
- ✓ Seniors on track as of March 12, will complete the last grading period with a 'Pass' and credit awarded. ODE is still working on credit award details for grades 9-12. ECS seniors will still submit a filmed senior presentation video to their advisor for completion of this credit.
  - We will await more detailed guidance from the state, but we hope to create some type of graduation ceremony even if conducted virtually.
- ✓ Total distance learning is in place for K-12. This is a combination of online learning, packets of materials, phone/email/zoom type meetings, and dispersment of devices to any students in need. Meals continue to be provided for our students via First Student and Sodexo.
- ✓ ECS's and ODE's mission focuses on care, connectivity, and continuity of learning for all students.

### Administrative

- ✓ Budget work details continue to be prepared. SIA has been submitted to ODE through LCSD, and we will wait on more information with the funding level. We are writing our proposed budget based off the preliminary numbers received.
  - SIA Agreement has been signed in agreement with a 2.5% admin. fee.
- ✓ Guiding staff, school board, and community frequently as information and updates came in from ODE over the past month. There were many frequent changes.
- ✓ Assisting with deliveries of materials, coordination of resources, development of distance learning model (ahead of schedule), assisting staff with online plans and site development, health and wellness implementation, and continued operations at ECS.
- ✓ Evaluating applicants for our new vacancies and setting up a plan to proceed with the virtual hiring process.
- ✓ Holding zoom staff meetings to keep connected. Working with staff to develop a plan to return personal items and receive school-issued items as we finalize the 19-20 school year.
- ✓ Continue to update via Remind, website, letters, Facebook, and Instagram as well as the traditional phone and email communication.

### Facilities

- ✓ Gus is released to assist with coordinating services and carrying out contracts for facilities repair. He can work within his pain tolerance. I have advised to start slow with deskwork and communication.
- ✓ Dawna is released to light duty. She is taking the water system back over, assisting with light cleaning from a secure seated position, and mowing using the riding mower.
- ✓ Greg Wood has been working with Gus to coordinate the burn permit and other tasks around the facility.
- ✓ I am working with OSU on a mini grant to coordinate services within the Food Hero program next year. OSU staff and students will coordinate with ECS to work on Farm to School type activities, healthy cooking, and eating.
- ✓ Playground certification has been rescheduled to August 2020.
- ✓ Deep cleaning continues, as some staff are in the building daily. Grounds keeping is being given greater attention as well. Room 51 is nearly complete, painting in the gym; MP room, Rm. 51, and the elementary hallway are assigned as well.
- ✓ Seismic Grant awards are anticipated April 2020.
- ✓ Bids are still coming in for pavement repair and main parking lot/entry design.
- ✓

## Athletics Board Report---Spring 2020

Unfortunately not the way we hoped things would end this year for our athletes, but hopefully we'll be able to pick things up in the fall without skipping a beat. We are following OSAA guidelines with no athletic participation or contact during this time.

Middle and high school track were both poised for great seasons with huge numbers joining the teams. Hopefully the momentum can be picked up again next year with both squads.

Updates regarding the beginning of fall sports will come as we learn more about what things look like going forward.

Finally, if you see a senior (athlete or not), do what you can to cheer them up. Whether they're showing their disappointment or not, the fact that their final months of school and their sport seasons were cut short is tough. Many of our athletes participated in their final event ever without even knowing it was their last, and closure can be hard to find when something like that happens.

# Eddyville Charter School

Code: JHC  
Adopted:

## Student Health Services and Requirements\*\*

The public charter school shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The public charter school may use the most cost effective means available to meet the above requirements.

The public charter school shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, and the county health department;
6. Assistance for students in taking medication according to established public charter school procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The Board directs its health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of federal law, the public charter school recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination<sup>1</sup> or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All public charter school employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in scoliosis, vision or hearing screening. The public charter school will abide by those requests.

END OF POLICY

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**Legal Reference(s):**

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<sup>1</sup> The term “invasive physical examination,” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

[ORS 338.115](#)

[OAR 581-022-2050](#)

[OAR 581-022-2225](#)

[OAR 581-022-2220](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2012).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

# Eddyville Charter School

Code: IGAI  
Adopted:

## **Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education\*\***

The public charter school shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student's understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The public charter school must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12<sup>1</sup>.

Parents, teachers, school administrators, local health departments staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

The comprehensive plan of instruction shall include the following information that:

1. Promotes abstinence for school age youth and mutually monogamous relationships with an uninfected partner for adults;
2. Allays those fears concerning HIV that are scientifically groundless;
3. Is balanced and medically accurate;
4. Provides balanced, accurate information and skills-based instruction on risks and benefits of contraceptives, condoms and other disease reduction measures;

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<sup>1</sup> [Include this bracketed language if the public charter school offers through grade 12.]

5. Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;
6. Stresses the risks of behaviors such as the sharing of needles or syringes for injecting illegal drugs and controlled substances;
7. Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship;
8. Discusses the benefits of delaying pregnancy beyond the adolescent years as a means to better ensure a healthy future for parents and their children. The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;
9. Stresses that HIV/STDs and hepatitis B/C can be possible hazards of sexual contact;
10. Provides students with information about Oregon laws that address young people's rights and responsibilities relating to childbearing and parenting;
11. Advises students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;
12. Encourages family communication and involvement and helps students learn to make responsible, respectful and healthy decisions;
13. Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;
14. Teaches that consent is an essential component of healthy sexual behavior. Course material shall promote positive attitudes and behaviors related to healthy relationships and sexuality, and encourage active student bystander behavior;
15. Teaches students how to identify and respond to attitudes and behaviors which contribute to sexual violence;
16. Validates the importance of one's honesty, respect for each person's dignity and well-being, and responsibility for one's actions;
17. Uses inclusive materials and strategies that recognizes different sexual orientations, gender identities and gender expression;
18. Includes information about relevant community resources, how to access these resources, and the laws that protect the rights of minors to anonymously access these resources; and
19. Is culturally inclusive.



The comprehensive plan of instruction shall emphasize skills-based instruction that:

1. Assists students to develop and practice effective communication skills, development of self-esteem and ability to resist peer pressure;
2. Provides students with the opportunity to learn about and personalize peer, media, technology and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships and sexual behaviors, including decisions to abstain from sexual intercourse;
3. Enhances students' ability to access valid health information and resources related to their sexual health;
4. Teaches how to develop and communicate sexual and reproductive boundaries;
5. Is research based, evidence based or best practice; and
6. Aligns with the Oregon Health Education Content Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, is the only 100 percent effective method against unintended pregnancy, sexually transmitted HIV and hepatitis B/C infection and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection and other sexually transmitted infections and diseases. Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. Further, sexuality education materials, including instructional strategies, and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated or witnessed sexual abuse and relationship violence.

END OF POLICY

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**Legal Reference(s):**

[ORS 336.035](#)  
[ORS 336.107](#)  
[ORS 336.455 - 336.475](#)

[ORS 339.370 - 339.400](#)

[OAR 581-021-0009](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)

# Eddyville Charter School

Code: JGAB

Adopted:

## Use of Restraint or Seclusion\*\*

The Board is dedicated to the development and application of best practices within the public charter schools educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with public charter school students.

The use of the following types of restraint on a student in the public charter school is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the public charter school.

Restraint may be imposed on a student in the public charter school only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the public charter school only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student’s behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

## Definitions

1. “Restraint” means the restriction of a student’s actions or movements by holding the student or using pressure or other means.

“Restraint” does not include:

- a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting the student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
  - (1) Break up a physical fight;
  - (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
  - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

3. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s

medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.

6. "Prone restraint" means a restraint in which a student is held face down on the floor.
7. "Supine restraint" means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the scope of the public charter school program whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The public charter school shall utilize the NCI<sup>1</sup> training program of restraint or seclusion for use by the public charter school staff. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to:, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the public charter school must be in compliance with state and federal law with respect to the use of restraint and seclusion.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with public charter school policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of student placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the public charter school to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics<sup>2</sup> of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the public charter school for seclusion of a student and a description of the dimensions and design of the rooms.

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<sup>1</sup> The public charter school must identify the program utilized for training.

<sup>2</sup> Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

This annual report shall be made available to the public at the public charter school’s main office and on the public charter school website, to the Board, and to the school’s sponsor.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The public charter school shall investigate all complaints regarding the use of restraint or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the school’s administrative office and is available on the home page of the school’s website.

The complainant, who is a student, a parent or guardian of a student attending the school or a person who resides in the district where the school is located, may be able to appeal a public charter school’s final decision to the school’s sponsor pursuant to OAR 581-022-2370.

The administrator shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of restraint or seclusion by public charter school staff.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.205](#)  
[ORS 339.250](#)  
[ORS 339.285](#)  
[ORS 339.288](#)  
[ORS 339.291](#)

[OAR 581-021-0061](#)  
[OAR 581-021-0550](#)  
[OAR 581-021-0553](#)  
[OAR 581-021-0556](#)  
[OAR 581-021-0559](#)  
[OAR 581-021-0563](#)

[OAR 581-021-0566](#)  
[OAR 581-021-0568](#)  
[OAR 581-021-0569](#)  
[OAR 581-021-0570](#)  
[OAR 581-022-2370](#)

# Eddyville Charter School

Code: JGAB-AR

Revised/Reviewed:

## Use of Restraint or Seclusion

### Procedure

1. If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically
2. Following an incident involving the use of restraint or seclusion, school. Staff will provide parents or guardians of the student the following:
  - a. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
  - b. Written documentation of the incident within 24 hours that provides:
    - (1) A description of the restraint or seclusion including:
      - (a) The date of the restraint or seclusion;
      - (b) The times the restraint or seclusion began and ended,; and
      - (c) The location of the incident.
    - (2) A description of the student's activity that prompted the use of restraint or seclusion;
    - (3) The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
    - (4) The names of staff of the public charter school who administered the restraint or seclusion;
    - (5) A description of the training status of the staff of the public charter school who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
    - (6) Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the public charter school must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the public charter school will immediately attempt to verbally or electronically notify a parent or guardian.

6. A Restraint and/or Seclusion Incident Report form must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
  - a. Name of the student;
  - b. Name of staff member(s) administering the restraint or seclusion;
  - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
  - d. Location of the restraint or seclusion;
  - e. A description of the restraint or seclusion;
  - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
  - g. A description of the behavior that prompted the use of restraint or seclusion;
  - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
  - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of physical restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
10. The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

**Restraint or seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or Section 504 plan.**

1. Parent participation in the plan is required.
2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained staff, including a behavioral specialist and a public charter school representative who is familiar with the physical restraint and seclusion training practices adopted by the public charter school.
3. Prior to the implementation of any behavioral support plan that includes restraint or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.
4. When a behavior support plan includes restraint or seclusion the parents will be provided a copy of the public charter school Use of Restraint or Seclusion policy at the time the plan is developed.
5. If a student is involved in five incidents in a school year, the team, including a parent or guardian of the student, will form for the purpose of reviewing and revising the student's behavior plan.

**Use of restraint or seclusion in an emergency by school administrator, staff or volunteer to maintain order or prevent a student from harming themselves, other students or school staff.**

Use of restraint and/or seclusion under these circumstances with a student who does not have restraint or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy and this administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan.



# Eddyville Charter School

Code: **GBDA**  
Adopted:

## **Expression of Milk [or Breast-feed] in the Workplace \*** (This policy applies to a public charter school that employs 10 or more employees)

Employees must give notice of intent to express milk [<sup>1</sup>or breast-feed]. The public charter school shall provide the employee a reasonable rest period to express milk [or breast-feed] each time the employee has a need to express milk [or breast-feed]. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the public charter school.

The public charter school will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee’s work area, where an employee can express milk [or breast-feed] in private. “Close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee’s work area, the public charter school may not include the time taken to travel to and from the location as part of the break period.

The public charter school must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee’s cooler or insulated food container. If the public charter school allows employees access to refrigeration for personal use, the public charter school may allow, but cannot require, an employee who expresses milk during work hours to use the available refrigeration to store the expressed milk.

This policy including the list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the public charter school’s central office.

This policy only applies to employees who are expressing milk [or breast-feeding] for children 18 months of age or younger.

END OF POLICY

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### Legal Reference(s):

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<sup>1</sup> [To allow breast-feeding is optional and not required by law. If the ESD also allows employees to breast-feed, include the language in policy.]

[ORS 243.650](#)  
[ORS 338.115](#)

[ORS 653.077](#)  
[ORS 653.256](#)

[OAR 839-020-0051](#)