



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

July 15, 2020 6:00pm
Board Packet - Regular Session Meeting
AGENDA

- 1) Meeting Called to Order**
- 2) Past Meeting Minutes: June 17, 2019** Pg. 2-3
- 3) Agenda Adjustments**
- 4) Informational Items**
 - a) Financial Packet June- July – Rhonda Allen Pg. 4-13
- 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: May- Stacy Knudson
 - i) 2020-2021 Operational Blueprint Pg. 14-41
 - ii) 2020-2021 First student plans Pg. 42-43
 - iii) 2020-2021 Disease Management Plan Pg. 44-54
 - iv) 2020-2021 Letter to Families Pg. 55-57
 - b) School Board Bylaws 2020-2021 Pg. 58-65
- 7) Action Items**
 - a) 2020-2021 Board Decisions
 - i) Term Elections- Positions 3, 4, 5
 - ii) Chair and Vice Chair elections
 - iii) Board Meeting Calendar Pg. 66
 - b) Payment of the Bills
 - c) Flooring Quote Decision: Elementary hallway Pg. 67-78
 - d) 2020-2021 Plan Approval
- 8) New Business**

Next Meeting: August 19, 2020 at 6:00pm



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

June 17, 2020 6:00pm
Board Packet - Regular Session Meeting
MINUTES

Board Members in Attendance: Larry Cook, Ryan Gassner, Rebecca Phillips-Sutton, Lisa Rorie

Administration in Attendance: Stacy Knudson

Board Members Absent: Abe Silvonen, John Lancaster, Stephanie Mekemson

ESD Financial Manager: Rhonda Allen (absent)

Minutes prepared by: Board Clerk: Dani Ulstad

1) Meeting Called to Order at 6:00pm by Ryan Gassner

2) Past Meeting Minutes: May 20, 2020

- a) Larry Cook moved to approve the passing of the May meeting minutes. Lisa Rorie seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

3) Agenda Adjustments

4) Informational Items

- a) Financial Packet May to June – Rhonda Allen
 - i) May shows \$480,466 estimated ending fund balance
 - ii) Resolutions corrected the appropriations and we are now in compliance in Fund 100 Support Services and 200 Funds Instruction.
 - iii) We have yet to receive the final transportation invoice from Lincoln County, but their business director assured me it would be soon. It should be less than expected as travel has been less during COVID 19.
 - iv) With the latest news from ODE regarding the re-opening of schools, having a larger beginning fund balance in FY2021 will help toward those extra expenditures that are bound to happen.
 - v) The checks showing as outstanding on the check listing reports are due to the bank statements not being fully completed. Those will clear once May bank statements are done.

5) Interested Party Comments NONE

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: May- Stacy Knudson (In Packet)
- b) Athletic Director Report- Mike Ulstad (In Packet)

7) Action Items

- a) Payment of the Bills

- i) Lisa Rorie moved to approve the payment of the bills. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- b) Superintendent Principal Contract Renewal: Stacy Knudson, 3 years
 - i) Lisa Rorie moved to approve Stacy Knudson's renewal contract with a 3-year term. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c) Resolution 19.20.1: Resolution to appropriate unforeseen grant funds
 - i) Lisa Rorie moved to approve Resolution 19.20.1. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- d) Resolution 19.20.2: Resolution to recognize beginning fund balance
 - i) Lisa Rorie moved to approve Resolution 19.20.2. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

8) New Business

- a) 2020-2021 board decisions to be made next meeting
 - i) Chair and vice-chair
 - ii) Meeting dates and times
 - iii) Expired term elections (will be posted to the website for 10 days prior to the next meeting and voted on in the July meeting)
 - (1) Positions 3, 4 and 5 will expire July 1, 2020

Next Meeting: July 15, 2020 at 6:31 pm



July 13, 2020

TO: Eddyville Charter School Board of Directors
FROM: Rhonda Allen, LBL-ESD Assistant Business Manager
RE: June 30, 2020 Financial Statements

Board Members,

Attached you will find the 2019-2020 financial statements through June 30, 2020 which presents actual revenue and expenditures through June 30, 2020. At this time, the estimated ending fund balance for FY19/20 is \$351,318 with \$100,000 of that balance reserved in Contingency.

We are working hard to close out the 2019/2020 fiscal year and prepare for 2020/2021. The final audit for 2019/20 is scheduled for August 17th.

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 6/30/2020

Source	2019-2020 Budget	Actual YTD Rev. 6/30/2020	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/Under Budget	Total Actual 6/30/2019	2018-2019 Budget
SSF Funding							
3101 State School Support Funds	2,446,204	2,492,102		2,492,102	(45,898)	2,290,048	2,153,079
3101 SSF- May Adjustment			-	-	-	44,581	
Total SSF Funding	2,446,204	2,492,102	-	2,492,102	(45,898)	2,334,629	2,153,079
Non State School Support Formula Sources							
Local Sources							
1510 Interest on Investments/Bank	1,400	2,112		2,112	(712)	1,920	1,200
1710 Admissions	3,000	2,680		2,680	320	4,499	-
1740 Fees	3,500	10,880		10,880	(7,380)	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	44,963		44,963	(34,963)	10,161	15,000
Total Non Formula Local Sources	20,400	60,634	-	60,634	(40,234)	30,633	16,700
Other Sources							
5400 Beginning Fund Balance	405,000	600,599		600,599	(195,599)	827,264	750,000
Total Other Sources	405,000	600,599	-	600,599	(195,599)	827,264	750,000
Total Non SSF Revenue	425,400	661,233	-	661,233	(235,833)	857,897	766,700
Total Resources	\$ 2,871,604	\$ 3,153,335	-	\$ 3,153,335	\$ (281,731)	\$ 3,192,526	\$ 2,919,779
				Less Estimated Requirements	\$ (2,802,017)		
				Estimated Ending Fund Balance	\$ 351,318		

Eddyville Charter School
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2019-2020
As of 6/30/2020

Function	Adopted 2019-2020 Budget	Actual YTD Exp. 6/30/2020	Projected through 6/30/2020	Total Estimated 2019-2020	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2018
Instruction			-				
1111 Elementary, K-6	652,963	644,784	1,584	646,368	6,595	98.99%	501,021
1113 Elementary Extracurricular	-	1,182		1,182			
1121 Middle/Junior High Programs	363,012	336,396	1,584	337,980	25,032	93.10%	326,716
1122 Middle/Junior High School Extracurricular	23,762	20,845		20,845	2,917	87.72%	16,032
1131 High School Programs	436,426	437,090	2,009	439,099	(2,673)	100.61%	293,009
1132 High School Extracurricular	70,688	69,464		69,464	1,224	98.27%	67,731
Total Instruction	1,546,851	1,509,760	5,177	1,514,937	33,096		1,204,510
Support Services			-				
2122 Counseling Services	60,000	66,320.23		66,320	(6,320)		84
2130 Health Services	3,000	81,041		81,041	(78,041)	2701.35%	
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	553		553	8,647		
2310 Board of Education	67,764	54,801		54,801	12,963	80.87%	49,777
2321 Office of the Superintendent Services	99,541	88,199	58	88,257	11,284	88.66%	163,694
2411 Office of the Principal Services	257,416	244,020	1,924	245,944	11,472	95.54%	136,838
2520 Fiscal Services	48,300	49,079		49,079	(779)	101.61%	49,055
2542 Maintenance	365,361	411,843	12,944	424,787	(59,426)	116.26%	259,789
2552 Transportation	207,680	168,708		168,708	38,972	81.23%	218,372
2643 Staff Accounting Services	76,198	77,458	216	77,674	(1,476)	101.94%	73,108
2660 Technology	26,293	29,869	46	29,915	(3,622)	113.78%	36,489
Total Support Services	1,224,753	1,271,891	21,688	1,287,080	(62,327)		990,734
Other Requirements							
5200 Transfers of Funds	-	-	-	-	-		396,683
6000 Contingency	100,000	-	-	-	100,000	0.00%	-
Total Other Requirements	100,000	-	-	-	100,000		396,683
Total Requirements	\$ 2,871,604	\$ 2,781,651	\$ 26,865	\$ 2,802,017	\$ 70,769		\$ 2,591,927

Eddyville Charter School
Other Funds: Statement of Revenue Expenditures Budget Vs. Actual
For the Fiscal Year 2019-2020
As of 6/30/2020

Fund	Description	Beginning Fund Balance as of 7/1/2019	YTD Revenue	YTD Expenditures	Balance as of 6/30/2020
206	Siletz Tribal Charities	0.00	1,178.00	0.00	1,178.00
210	BLM Grant	0.00	0.00	0.00	0.00
211	Aspire Grant	0.00	1,800.00	1,716.52	83.48
212	BLM Grant L16AC00309	0.00	0.00	1,724.08	-1,724.08
213	STCCF - Independing Reading	0.00	2,989.00	2,934.86	54.14
228	Carl Perkins Grant	0.00	0.00	1,537.79	-1,537.79
229	CTE Revitalization	0.00	0.00	34,412.48	-34,412.48
230	Saw Shop Grant	0.00	4,455.00	4,455.00	0.00
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	3,966.42	1,780.11
283	STCCF/Science & Body Systems	0.00	0.00	0.00	0.00
284	Clemens Fondation- Weight Room	0.00	10,000.00	10,000.00	0.00
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
287	Take It To The Court Grant	0.00	10,150.00	150.00	10,000.00
298	High School Success	0.00	38,754.28	38,807.48	-53.20
299	Student Body Funds	35,090.50	24,609.45	16,519.10	43,180.85
400	Capital Project Funds	353,217.58	0.00	0.00	353,217.58
Totals		387,684.11	104,520.50	118,689.22	373,515.39

Eddyville Charter School
YTD Appropriations
For the Fiscal Year 2019-2020
As of 6/30/2020

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	\$ 1,546,851	95,599.00	\$ 1,509,760	\$ 5,177	\$ 1,514,937	\$ 127,513
2000 Support Services	\$ 1,224,753	100,000.00	\$ 1,271,891	\$ 15,189	\$ 1,287,080	\$ 37,673
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
Sub Totals	\$ 2,871,604	\$ 195,599	\$ 2,781,651	\$ 20,366	\$ 2,802,017	\$ 265,186
Special Funds, 200						
1000 Instruction	\$ 31,050	\$ 50,000	\$ 66,508	\$ 2,191	\$ 68,698	\$ 12,352
2000 Support Services	\$ 39,354	\$ 100,048	\$ 35,662	\$ 31,657	\$ 67,320	\$ 72,082
4000 Building Acquisition	\$ -	\$ 10,000			\$ -	\$ 10,000
5200 Transfers	\$ 15,000		\$ -	\$ -	\$ -	\$ 15,000
Sub Totals	\$ 85,404	\$ 160,048	\$ 102,170	\$ 33,848	\$ 136,018	\$ 109,434
Student Body Funds, 299						
1000 Instruction	\$ 75,000		\$ 16,519	\$ 2,782	\$ 19,301	\$ 55,699
Sub Totals	\$ 75,000	\$ -	\$ 16,519	\$ 2,782	\$ 19,301	\$ 55,699
Capital Projects, 400						
2000 Support Services	\$ 20,000		\$ -	\$ -	\$ -	\$ 20,000
4000 Facility Construction	\$ 327,161		\$ -	\$ -	\$ -	\$ 327,161
Sub Totals	\$ 347,161	\$ -	\$ -	\$ -	\$ -	\$ 347,161
Totals	\$ 3,379,169	\$ 355,647	\$ 2,900,341	\$ 56,995	\$ 2,957,336	\$ 777,480

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 06/01/2020

To Date: 06/30/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
724	06/03/2020	ENDICOTT, MELISSA	\$1,303.24	20	Printed	Payroll	<input checked="" type="checkbox"/>	06/30/2020	
725	06/11/2020	AMAZON.COM	\$48.82	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
726	06/11/2020	CONSUMERS POWER INC	\$1,788.12	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
727	06/11/2020	Copeland Lumber Co	\$179.15	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
728	06/11/2020	DAHL DISPOSAL SERVICE	\$887.00	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
729	06/11/2020	Elk City Coffee Company	\$53.20	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
730	06/11/2020	INDUSTRIAL WELDING SUPPLY	\$5.00	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
731	06/11/2020	LES SCHWAB TIRE CENTER	\$156.98	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
732	06/11/2020	LOOMIS, GUS	\$24.00	1221	Printed	Expense	<input type="checkbox"/>		
733	06/11/2020	MCLAIN, DAWNA L	\$23.60	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
734	06/11/2020	NORTHWEST REGIONAL ESD	\$8.50	1221	Printed	Expense	<input type="checkbox"/>		
735	06/11/2020	OREGON HEALTH AUTHORITY	\$150.00	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
736	06/11/2020	PACIFIC NORTHWEST COUNSELING, LLC	\$6,500.00	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
737	06/11/2020	PIONEER TELEPHONE CO	\$1,291.11	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
738	06/11/2020	SHERWIN WILLIAMS	\$172.65	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
739	06/11/2020	SMEED COMMUNICATIONS SERVICES	\$700.00	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
740	06/11/2020	XEROX CAPITAL SERVICES	\$528.21	1221	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
741	06/26/2020	AFA COMPANY	\$1,161.93	1233	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2020	
742	06/26/2020	AMERICAN FIDELITY ASSURANCE CO - TSA'S	\$725.00	1234	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2020	
743	06/26/2020	FLEX ACCOUNT ADMINISTRATION	\$158.33	1234	Printed	Payroll Ded	<input type="checkbox"/>		
744	06/29/2020	AFA COMPANY	\$1,161.93	1239	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2020	
745	06/29/2020	AMERICAN FIDELITY ASSURANCE CO - TSA'S	\$725.00	1239	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2020	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 06/01/2020

To Date: 06/30/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
746	06/29/2020	AMERICAN FIDELITY HEALTH SERVICES ADMIN	\$150.00	1239	Printed	Payroll Ded	<input type="checkbox"/>		
747	06/29/2020	FLEX ACCOUNT ADMINISTRATION	\$158.33	1239	Printed	Payroll Ded	<input type="checkbox"/>		
748	06/25/2020	Blue Valley FFA	\$500.00	1240	Printed	Expense	<input type="checkbox"/>		
749	06/25/2020	COSA	\$655.00	1240	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
750	06/25/2020	DEPARTMENT OF STATE LANDS	\$65.00	1240	Printed	Expense	<input type="checkbox"/>		
751	06/25/2020	Earth20	\$80.49	1240	Printed	Expense	<input type="checkbox"/>		
752	06/25/2020	EDDYVILLE CHARTER SCHOOL ASB	\$109.61	1240	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
753	06/25/2020	KNUDSON, STACY BROOKE	\$150.00	1240	Printed	Expense	<input type="checkbox"/>		
754	06/25/2020	LINCOLN COUNTY SCHOOL DISTRICT	\$13,455.23	1240	Printed	Expense	<input type="checkbox"/>		
755	06/25/2020	LINN BENTON TRACTOR CO	\$259.59	1240	Printed	Expense	<input type="checkbox"/>		
756	06/25/2020	MCLAIN, DAWNA L	\$57.59	1240	Printed	Expense	<input type="checkbox"/>		
757	06/25/2020	NEW DIMENSION HARDWOOD FLOORS	\$2,447.00	1240	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	
758	06/30/2020	WHISLER, JILL M	\$841.26	24	Printed	Payroll	<input type="checkbox"/>		
Total Amount:			\$36,680.87						
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: 06/01/2020

To Date: 06/30/2020

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
94	06/11/2020	AMAZON.COM	\$35.82	1222	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2020	

Total Amount: \$35.82

End of Report

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2019-2020

From: 7/1/2019

To: 6/30/2020

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
703 Classroom Supplies	.00	60.00	(60.00)	.00	.00	.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	935.00	(150.24)	1,682.98	.00	1,682.98
721 Boys BB	1,163.52	106.00	(305.25)	964.27	.00	964.27
722 Girls BB	54.48	1,717.00	(943.25)	828.23	.00	828.23
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	442.00	.00	442.00	.00	442.00
729 Pay to Play	.00	1,380.00	(75.00)	1,305.00	.00	1,305.00
730 Football	511.91	1,187.00	.00	1,698.91	.00	1,698.91
748 PE Locker/Towel Fee 6-12	.00	.00	.00	.00	.00	.00
749 Technology Fee	.00	30.00	(30.00)	.00	.00	.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	(301.51)	409.22	(9.40)	399.82
757 Horticulture	2,249.55	387.00	(265.45)	2,371.10	.00	2,371.10
760 PAADA/OHANA	4,578.83	33.00	(329.95)	4,281.88	.00	4,281.88

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2019-2020

From: 7/1/2019

To: 6/30/2020

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
761 Student Incentives	917.65	1,684.33	(582.58)	2,019.40	.00	2,019.40
763 BLM	1,261.61	660.00	(360.00)	1,561.61	.00	1,561.61
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	(663.39)	797.93	.00	797.93
781 First Grade	1,718.58	.00	(502.47)	1,216.11	.00	1,216.11
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	.00	3,704.89
788 Class of 2021	402.00	1,211.80	(532.97)	1,080.83	.00	1,080.83
789 Class of 2020	356.76	3,386.44	(956.77)	2,786.43	(2,772.43)	14.00
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
801 Class of 2024	.00	537.98	(180.82)	357.16	.00	357.16
850 Coffee Shop	.00	.00	.00	.00	.00	.00
GRAND TOTALS	35,040.50	24,202.05	(16,519.10)	42,723.45	(2,781.83)	39,941.62

End of Report



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Eddyville Charter School, Lincoln County School District
Key Contact Person for this Plan	Stacy Knudson
Phone Number of this Person	541-875-2942
Email Address of this Person	Stacy.knudson@lincoln.k12.or.us
Sectors and position titles of those who informed the plan	Superintendent/K-12Principal – Stacy Knudson Dean of Students and Curriculum Director- Dani Ulstad Mental Health Counselor – Ishah Roads School Nurse – Betsy Brooks Elementary Teacher Representatives: Kathleen Connelly and Matt Bilder K-12 Teacher Representative – Mark Ekins Athletic Director – Mike Ulstad Office Manager – Dwan Loomis Business Manager – Missy Endicott Facilities and Maintenance Manager – Gus Loomis
Local public health office(s) or officers(s)	Lincoln County Public Health
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Stacy Knudson
Intended Effective Dates for this Plan	August 31, 2020 – June 17, 2021
ESD Region	LBL ESD

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

We are collecting survey data regarding Distance Learning for All successes and struggles, technology availability/needs for next school year, preference of parents and students with regards to structure of learning for 2020-2021 school year and intent to send students to school next year.

The survey link will be provided to all students, families and staff members to ensure effective representation/survey data from all levels of students, including demographics and our underserved and marginalized students/community groups.

We will be providing paper copies of the surveys upon request as well.

We also are receiving phone calls, emails, and social media form input re: concerns and needs for the 2020-21 school year.

Equity is at the center of all we do. Our staff is dedicated to placing our focal communities at the center of our planning for 2020-21 school year. Across our ECS community, there is a strong desire for our K-12 students to receive in-person learning four days a week. We are also offering the option for online learning to families/students who desire the online model as this will effectively serve all students and all needs.

3. Indicate which instructional model will be used.

Select One:

On-Site Learning **Hybrid Learning** **Comprehensive Distance Learning**

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.	ECS is working with our school nurse, Betsy Brooks, and Lincoln County Health to update our Communicable Disease Management Plan to include the requirements of COVID-19. Here is a link to our current Communicable Disease Plan
<input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.	
<input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.	
<input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school	

OHA/ODE Requirements

Hybrid/Onsite Plan

policies and plans. Review relevant local, state, and national evidence to inform plan.

- Process and procedures to train all staff in sections 1 - 3 of the **Ready Schools, Safe Learners** guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained.
- Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.
- Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.
- Process to report to the LPHA any cluster of any illness among staff or students.
- Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.
- Protocol for screening students and staff for symptoms (see section 1f of the **Ready Schools, Safe Learners** guidance).
- Protocol to isolate any ill or exposed persons from physical contact with others.
- Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the **Ready Schools, Safe Learners** guidance).
- Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official.
 - If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the **Ready Schools, Safe Learners** guidance), the daily log may be maintained for the cohort.
 - If a student(s) is not part of a stable cohort, then an individual student log must be maintained.
- Required components of individual daily student/cohort logs include:
 - Child’s name
 - Drop off/pick up time
 - Parent/guardian name and emergency contact information
 - All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student
- Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.
- Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.

Training document will be presented in early August for all staff, certified/classified/confidential/Admin.

Staff Orientation:

A formal training will be conducted August 25th for all staff on all aspects of the plan and a walk through of the school/system for K-12 on campus and K-12 online options. Social distancing guidelines will be followed.

Student Orientation:

August 31 will be orientation for elementary students and Sep.1 will be orientation for secondary students.

Online orientation will take place via online platform each of these days for students enrolling in the online option.

Daily Entry:

IA staff will be stationed at assigned school entries with logs and screening machines/visual screening to log/track/assess each student entering the building. Hand washing stations and sanitation stands will also be located at each entry point along with instructional signage for safety. Protocols are with each trained IA for isolation steps, in the event of an ill or potentially exposed individual.

Daily logs will be kept on a google sheet shared with the school office and nurse/health and wellness office.

Daily logs will be maintained in this manner for cohorts K-8 and individual secondary students.

Each cohort reports immediately to their cohort room where the morning routine of attendance, personal space set up, hand washing, and breakfast service will be conducted in a clean/sanitized environment.

OHA/ODE Requirements

Hybrid/Onsite Plan

- Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance).

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements

Hybrid/Onsite Plan

- Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.

Medically Fragile, Complex and Nursing-Dependent Student Requirements

- All districts must account for students who have health conditions that require additional nursing services. Oregon law ([ORS 336.201](#)) defines three levels of severity related to required nursing services:
 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.
 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
 3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.
- Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:
 - Communicate with parents and health care providers to determine return to school status and current needs of the student.
 - Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
 - Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
 - The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
 - Service provision should consider health and safety as well as legal standards.
 - Work with an interdisciplinary team to meet requirements of ADA and FAPE.
 - High-risk individuals may meet criteria for exclusion during a local health crisis.
 - Refer to updated state and national guidance and resources such as:
 - US Department of Education Supplemental

All staff and students given the opportunity to self-identify as vulnerable or living with a vulnerable family member.

Staff :

Plan includes bus drivers, classified, and limited teachers self-identifying.

Redeployed staff members assigned to on-line instructional support, work tasks without in-person contact, (i.e., maintenance projects, office work), or leave options.

Students:

All students identified as vulnerable, either by a physician, or parent/guardian notification, will be enrolled in online instruction with weekly check-ins.

Students who experience disability will continue to receive specially designed instruction.

Students with language services will continue to receive English Language Development.

Visitors/Volunteers:

Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time.

Adults in schools are limited to essential personnel only.

OHA/ODE Requirements

Hybrid/Onsite Plan

Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.

- ODE guidance updates for Special Education. Example from March 11, 2020.
- OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education'.
- OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements

Hybrid/Onsite Plan

- Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.
- Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.
- Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).
- Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.

Overall:

Remove extra furniture to make more usable room

Removing fabric-covered furniture, central area rugs, community centers

Assign seating to maximize physical distancing and minimize physical interaction.

Establish individual supplies and storage containers to eliminate sharing/cross contamination.

Kindergarten (KG) and 1st Grade (Classrooms)

Each class will be supported by Instructional Assistants (IA), both to provide instructional support and in order to support/encourage physical distancing and appropriate hygiene practices.

Kinder Classroom: Max Occupancy is 21

1st Grade Classroom: Max Occupancy is 22

2nd Grade-5th Grade (Classrooms)

Develop class rosters to have no more than the following occupants in each grade level room:

2nd Grade Classroom: Max Occupancy 21

3rd Grade Classroom: Max Occupancy 23

4th Grade Classroom: Max Occupancy 22

5th Grade Classroom: Max Occupancy 24

Secondary Classrooms:

Science Classroom: Max Occupancy 23

HS English Classroom: Max Occupancy 26

HS Social Studies Classroom: Max Occupancy 19

MS Social Studies Classroom: Max Occupancy 16

MS Math Classroom: Max Occupancy 20

MS English Classroom: Max Occupancy 31

Computer Lab Classroom: Max Occupancy 18

Chinese Classroom: 10

HS Math Classroom: 39

CTE Shop: 47

Sped Classroom: Max Occupancy 13

Speech Room: Max Occupancy 3

Weight Room: Max Occupancy 11

Health Room: Max Occupancy 7

Staff Workroom: Max Occupancy 3

Business Office: Max Occupancy 7

Admin. Offices: Max Occupancy 2

Main Office: Max Occupancy 3

Gym: Max Occupancy

Play Shed: Max Occupancy

Multi-Purpose Room: Max Occupancy 65

Additional Considerations:

Special education services will be planned and provided by Case Manager in collaboration. Most SDI will be provided in co-taught lessons with special education and general education staff. Review itinerant staff services to maintain physical distancing. If physical distancing cannot be maintained with direct services, the IEP team will convene to determine appropriate next steps.

Itinerant Speech/Language Pathologist: one space in assigned room designated for speech and language cohort groups.

SLP provided face shield or plexi-glass partition.

Music teacher:

Virtual instruction in classrooms for elementary class cohorts

African Drumming activities conducted outside in Playshed structure for adequate social distancing. Drums will be sanitized daily and stored in sanitized/locked space.

OHA/ODE Requirements

Hybrid/Onsite Plan

Chinese Class:

Schedule instructor rotations into cohort classes
 Secondary Class held in assigned room with adequate max occupancy

PE Instruction:

Schedule PE classes in the gymnasium, outside, or in play shed within cohort groups;
 Provide enough time for cleaning and sanitization between groups when using common spaces.
 Each cohort has assigned color-coded PE/recess equipment used only by that group. Sanitation will be conducted at the conclusion of each use period.

1d. COHORTING

OHA/ODE Requirements

Hybrid/Onsite Plan

- Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.
 - The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
- Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the **Ready Schools, Safe Learners** guidance).
- Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.
- Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.
- Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.
- Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

Below are the identified stable cohorts to ensure capability for contact tracing.

Transportation Cohort: This is a stable group of students each day. Updated contact-tracing logs are required for each run of a route.

Kindergarten - 8th Grade Classroom Cohorts: These grade-level cohorts are maintained throughout the year and for each special area (i.e., music, Chinese, PE, lunch and recess).

9th – 12th Cohorts: These grade level cohorts are maintained throughout the year for core content. Individual tracking will be required by student schedule as elective options vary.

Capacity by location:

Kinder Classroom: Max Occupancy is 21
 1st Grade Classroom: Max Occupancy is 22
 2nd Grade Classroom: Max Occupancy 21
 3rd Grade Classroom: Max Occupancy 23
 4th Grade Classroom: Max Occupancy 22

5th Grade Classroom: Max Occupancy 24

Secondary Classrooms:

Science Classroom: Max Occupancy 23

HS English Classroom: Max Occupancy 26

HS Social Studies Classroom: Max Occupancy 19

MS Social Studies Classroom: Max Occupancy 16

MS Math Classroom: Max Occupancy 20

MS English Classroom: Max Occupancy 31

Computer Lab Classroom: Max Occupancy 18

Chinese Classroom: 10

HS Math Classroom: 39

CTE Shop: 47

Sped Classroom: Max Occupancy 13

Speech Room: Max Occupancy 3

Weight Room: Max Occupancy 11

Health Room: Max Occupancy 7

Staff Workroom: Max Occupancy 3

Business Office: Max Occupancy 7

Admin. Offices: Max Occupancy 2

Main Office: Max Occupancy 3

Gym: Max Occupancy 197

Play Shed: Max Occupancy 67

Multi-Purpose Room: Max Occupancy 65

Speech and Language Cohort:

This stable group is maintained as much as possible. Note: In the event the stable cohort is changed, the SLP will need to update the contact-tracing log.

The last 5 minutes of secondary class sessions will be reserved for cleaning and sanitizing surfaces and washing hands.

The last 7 minutes of elementary class, where students will leave as a cohort, will be reserved for cleaning and sanitizing all surface areas and washing hands.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <ul style="list-style-type: none"> • Consider sharing school protocols themselves. <input checked="" type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • Consult with your LPHA on what meets the definition of "close contact." <input checked="" type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. <input checked="" type="checkbox"/> Provide all information in languages and formats accessible to the school community. 	<p>Communication:</p> <p>The district safety committee (w/school nurse) will develop communication to staff, students and families on the infection control measures being implemented to prevent spread of disease (see communicable disease plan).</p> <p>The district safety committee (w/school nurse) will develop protocols for communicating with anyone who has come into close/sustained contact with a confirmed case or when a new case has been confirmed and how the district is responding.</p> <p>The district safety committee (w/school nurse) will update communicable disease plan with communication protocols.</p> <p>A letter outlining the instructional model, the vision behind it and the specific infection control measures will be shared with all families in their native language through print and electronic copy when available.</p> <p>Additional communication regarding protocols will be shared with families in August prior to the start of on-site instruction. Monthly updates will follow throughout the school year in the newsletter.</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. • Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms <input checked="" type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. <ul style="list-style-type: none"> • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready 	<p>Screening Students:</p> <p>Arrival</p> <p>Each student will be assigned an entrance point (i.e., a specific door) to the school building.</p> <p>Elementary: Main entrance</p> <p>Middle School: Side entrance by gymnasium</p> <p>High School: Back entrance</p> <p>They will go directly to their assigned first period by cohort (i.e., the students in their first period class) through their assigned entry door.</p> <p>Staff will be present at each entry point to visually screen students for symptoms. There will also be a screening machine for temperature taking and logging student info. and hand washing/sanitization stations.</p> <p>Breakfast will be delivered by an IA to the classroom starting at 8:00AM and goes until 8:30AM. Students must wash hands before breakfast and after breakfast as well as sanitize their work stations. First period starts at 8:45AM.</p> <p>All classes with outside doors will utilize this as their exit door and entry will be the inside door; the classroom teacher will conduct a visual screen for the appearance of symptoms. A transition map will be posted in each classroom and in common areas. Wall and floor decals with directional signage and safety reminders will also be</p>

OHA/ODE Requirements

Hybrid/Onsite Plan

Schools, Safe Learners guidance) and sent home as soon as possible.

- They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

☒ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

☒ Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

☒ Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

clearly posted throughout the campus.

Classes in the gym or play shed or field (PE) will enter through the double doors with PE teacher and IA conducting a visual screening for symptoms.

When the screening indicates that a student may be symptomatic, the student is directed to the school nurse in the health room’s isolation room.

Follow established protocol from CDP (see section 1a)

Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands. There are transportation specific screening protocols that will be followed as well. See section 2i for more information.

Upon entry to the school in the am, elementary, middle, and high students will report to the designated entry where there will be mandatory sanitation and hand washing stations, an IA visually screening and a machine screener for quick temperature checks and log information.

Screening Staff:

Staff are required to report when they may have been exposed to COVID-19.

Staff are required to report when they have symptoms related to COVID-19.

Staff members are not responsible for screening other staff members for symptoms.

Departure:

Final clean-up and sanitation will begin (K-12) at 2:30PM.

High school students will be dismissed to board the bus/leave campus at 2:40PM

Middle school students will be dismissed to board the bus/leave campus at 2:45PM

Elementary students will be dismissed to board the bus/leave campus at 2:50pm.

Bus routes will depart at 3:00pm.

Ongoing:

Weekly note: Reminders to parents (via weekly report and Remind App notices) to report actual symptoms when calling students in sick as part of communicable disease surveillance.

Any student or staff known to have been exposed (e.g., by a household member) to COVID-19 shall not be allowed on campus until the passage of 14 calendar days after exposure and until symptoms (e.g., fever, cough, shortness of breath, sore throat, headache) are improving.

OHA/ODE Requirements

Hybrid/Onsite Plan

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Online education will immediately take place so students do not miss a day of instruction. Each student will have a school-issued Chromebook or device as coordinated in August, based on need and access.

Do not exclude staff or students who have a cough that is not a new onset or worsening cough (e.g., asthma, allergies, etc.) from school.

Parents/guardians can provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements

Hybrid/Onsite Plan

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. <input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit. <input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and CDC guidelines. <input checked="" type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.
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Visitors/Volunteers will be unable to work in the school, or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.

Essential visitors must wash or sanitize their hands upon entry and exit. Visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

Parents/guardians entering to transport their student will be required to wear a mask or shield and wash hands at the entry station. They will request checkout of their student(s) and if max occupancy of the lobby is exceeded, require them to wait in the front lawn.

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements

Hybrid/Onsite Plan

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. <input checked="" type="checkbox"/> Face shields or clear plastic barriers for:



Face covering: A cloth, paper, or disposable face covering that covers the nose and the mouth; may or may not be medical grade.

Face shield: A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

Clear plastic barriers: A clear plastic or solid surface that can be cleaned and sanitized often.

OHA/ODE Requirements

Hybrid/Onsite Plan

- Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
 - Front office staff.
- Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.
- Students who choose not to wear face coverings must be provided access to instruction.**
- ADA accommodations:** If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member’s proximity to students and staff to the extent possible to minimize the possibility of exposure.

Facial Shields

Facial Shields are required and will be provided for:

Speech Language Pathologist

Bus drivers

Front office staff

Facial Coverings

Facial coverings are not synonymous with facemasks.

Facial coverings are required and will be provided for:

Child Nutrition Program staff

Nurse when administering medication or providing direct services

Staff providing 1:1 supports

OT, PT, staff supporting personal care or where direction requires direct physical contact

Facial coverings are strongly encouraged for:

Music teacher/IA

PE Teacher /IA

Special Education staff

All staff moving throughout campus including but not limited to:

Art teacher, PE teachers, Counselors, Sped. Staff, Front office staff when working in areas other than the front office, administration

Facial coverings are recommended for:

All staff

Itinerant staff

Students over the age of 12

Facial covering are NOT recommended for:

Children under the age of 12;

Children of any age should not wear a face covering:

If they have a medical condition that makes it difficult for them to breathe with a face covering;

If they experience a disability that prevents them from wearing a face covering;

They are unable to remove the face covering independently;

While sleeping.

OHA/ODE Requirements

Hybrid/Onsite Plan

Face coverings cannot be required for use by children and should never prohibit or prevent access to instruction or activities.

1i. ISOLATION MEASURES

OHA/ODE Requirements

Hybrid/Onsite Plan

- Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.
- Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.
 - Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.
 - Consider required physical arrangements to reduce risk of disease transmission.
 - Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.
- Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.
 - School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE.
 - If able to do so safely, a symptomatic individual should wear a face covering.
 - To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing.
- Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.
- Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.
 - Symptomatic staff or students should seek COVID-19

A designated primary location area will be used for students and staff who are symptomatic. – Isolation room in the Health room.

Symptomatic students will remain at school until a designated adult can pick them up.

Staff will be assigned to supervise students who are symptomatic, and will need to maintain at least six feet of distance and wear facial coverings.

Secondary isolation areas may be identified if/as needed.

Logs must be maintained for every student who enters the health room, regardless of whether they are treated or sent home. Logs will include:

- Name of student
- Reported symptoms/reason for health room visit
- Action taken

OHA/ODE Requirements

Hybrid/Onsite Plan

- testing from their regular physician or through the local public health authority.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving
 - If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).
- Record and monitor the students and staff being isolated or sent home for the LPHA review.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

OHA/ODE Requirements

Hybrid/Onsite Plan

- Enroll all students following the standard Oregon Department of Education guidelines.
- Do not disenroll students for non-attendance if they meet the following conditions:
- Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
 - Have COVID-19 symptoms for 10 consecutive school days or longer.

All students will be enrolled following the ODE guidelines.

Students and families will be given the option to enroll in fully online distance learning or on-site learning. Instruction and curriculum will be aligned.

On-site and distance learning online will utilize parallel planning and fluid instruction, allowing for all students to continue learning during a medical absence or if electing the distance model from the beginning.

OHA/ODE Requirements

Hybrid/Onsite Plan

- ☒ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.

2b. ATTENDANCE

OHA/ODE Requirements

Hybrid/Onsite Plan

- ☒ **On-Site school students:** Full-time and part-time students follow normal reporting policy and procedures.
- ☒ **Full-Time Online and/or Hybrid school students:** Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.
 - Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.
 - For the purposes of this section, please use the following definition and clarification: **Online and/or Hybrid Check-in:** The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.
 - The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
 - If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
 - The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
 - Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
 - Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be

No student will be dropped for non-attendance if they meet the following conditions:

- Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infection with COVID-19.
- Have COVID-19 symptoms for the past 14 days

Attendance will be taken daily on all 4 instructional days.

For students enrolled in 4-days a week on-site instruction

For students in fully online learning, two-way communication on two of the 4 days of online learning may include:

- Live Google Classroom sessions
- Assignment submission
- Email communication
- Phone communication

The designated attendance team will review individual and school-wide attendance data weekly.

OHA/ODE Requirements

Hybrid/Onsite Plan

performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

☒ **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student’s appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

2c. TECHNOLOGY

OHA/ODE Requirements

Hybrid/Onsite Plan

☒ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the *Ready Schools, Safe Learners* guidance).

☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.

Conduct a follow-up family technology and connectivity survey in early August/registration and inventory building technology and internet connectivity resources

All students will be assigned a district-owned device for use in the school building and at home. Students in grades 3rd-12th will keep this with them. Grades Kinder-2nd will have devices issued at registration to keep at home and the classroom will have a set which remain on campus. These will be sanitized daily and not shared even in the cohort.

Deployment of district-provided hotspots/cellular devices will continue to ensure adequate internet access for all families.

Additional devices will be accessible for in-building use for students with broken devices or devices left at home.

School devices will be cleaned and sanitized between each use. Students will keep their device with them throughout the day when possible.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements

Hybrid/Onsite Plan

☒ **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently.

☒ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.

Handwashing: All students will have access to hand washing at each entry, before and after meals, and frequent opportunities throughout the day. Hand washing will be supplemented with the use of hand sanitizer.

Equipment: Equipment includes materials such as school supplies

- ☒ **Events:** Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
- ☒ **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.
- ☒ **Personal Property:** Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.

(scissors, glue sticks), PE and recess equipment, Science Lab supplies.

Sharing of supplies will be restricted whenever possible.

All shared equipment will be cleaned between users

Safety Drills: Safety drills at the start of the school year will be scheduled for both cohorts of students to participate:

September evacuation drill

Lockdown drill

Earthquake drill

Remaining drills will alternate monthly between cohorts.

Staff and students will follow distance requirements during exit of the building.

Events:

- Off-site field trips and events requiring visitors or volunteers have been canceled.
- In-school events will be modified to follow cohorting and social-distancing guidance.
- Athletic events are coordinated with OSAA guidance. Use of the building by outside groups will not be allowed.

Transitions/Hallways:

Hallways will include one-way traffic markings to reduce contact.

Transitions by grade-level cohort groups will be staggered to reduce contact.

Student cohorts will remain in the classroom with adult transitions when possible. Specifically in K-5 grades/hallway.

Cohort classrooms will be assigned by building area/level to allow access to a single bathroom, drinking fountain (fill bottles only) and hand washing station throughout the school day.

Classroom line up: Visual makers will be used around doorways and inside classrooms to support physical distancing during transitions.

Personal Property: Students will not use lockers to store personal property. All personal property brought to school will be carried by the student throughout the school day in their backpack/bag.

Personal property must be labeled with a student name and will only be used by the student.

Restrooms: Restrooms assigned based on cohort room location.

Visual reminders will be used in all restrooms to encourage hygienic practices including:

- Handwashing techniques
- Covering coughs/sneezes
- Social distancing
- Facial coverings

OHA/ODE Requirements	Hybrid/Onsite Plan
	<ul style="list-style-type: none"> • Covid-19 symptom

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input checked="" type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. <input checked="" type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). <input checked="" type="checkbox"/> Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> • Eliminate shared pen and paper sign-in/sign-out sheets. • Ensure hand sanitizer is available if signing children in or out on an electronic device. <input checked="" type="checkbox"/> Install hand sanitizer dispensers near all entry doors and other high-traffic areas. <input checked="" type="checkbox"/> Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. 	<p>Arrival and Entry</p> <p>Each student will be assigned an entrance point (i.e., a specific door) to the school building.</p> <p>Upon entry, students will go directly to their first content cohort (i.e., the students in their first period class).</p> <p>Staff will be present at each entry point to visually screen students for symptoms and track cohort data.</p> <p>Students identified as potentially symptomatic will be directed to the office. *follow plan outlined in 1a.</p> <p>Breakfast in the classroom starts at AM and goes until AM. Students must wash hands before breakfast. First period starts at AM.</p> <p>Sign-In / Sign-Out Procedures</p> <p>Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance.</p> <p>Arrivals will be greeted at the door by a staff member to reduce office traffic.</p> <p>All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper</p>

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. <input checked="" type="checkbox"/> Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. <input checked="" type="checkbox"/> Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<p>Seating:</p> <p>Classroom desks and tables will be arranged with students being seated a minimum of six feet apart.</p> <p>Students will use a single assigned seat at all times.</p> <p>Materials:</p> <p>Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use. Hand sanitizer and tissues will be available for use by students and staff.</p> <p>Hand Washing:</p> <p>All students will wash their hands upon building entry and prior to breakfast and lunch. Additional hand washing opportunities will be provided throughout the school day.</p>

OHA/ODE Requirements

Hybrid/Onsite Plan

	<p>Signage at each sink/hand washing station will remind students and staff of effective handwashing practices.</p> <p>Furniture:</p> <p>All upholstered furniture and soft seating has been removed from the school building.</p> <p>Classroom Procedures:</p> <p>All classes will use an assigned cubby or storage spaces for individual student belongings.</p> <p>If a classroom uses a permanent restroom/hall passes it must be cleaned and sanitized between student use. Consider elimination of shared hall passes.</p> <p>Seating:</p> <p>Each class and hallway will have visual aids (e.g., painter’s tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, and assigned seating areas.</p> <p>Environment: When possible, windows will be open in the classroom before students arrive and after students leave.</p> <p>Each classroom will hold classes outside when possible and encourage students to spread out.</p>
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2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements

Hybrid/Onsite Plan

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations). <input checked="" type="checkbox"/> Students must wash hands before and after using playground equipment. <input checked="" type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use. <input checked="" type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). 	<p>Students will access outside areas during planned break times. Cohort assigned equipment may be used but only by assignment and cleaned/sanitized after use.</p> <p>Recess activities will be designed to support cohorting and social distancing.</p> <p>Students will wash their hands or use hand sanitizer before returning to the building. Stations will be set up at the entry point.</p> <p>Physical playground structure will be taped off/closed.</p>
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OHA/ODE Requirements**Hybrid/Onsite Plan**

- Maintain physical distancing requirements, stable cohorts, and square footage requirements.
- Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- Clean all outdoor equipment between cohorts.

2h. MEAL SERVICE/NUTRITION**OHA/ODE Requirements****Hybrid/Onsite Plan**

- Include meal services/nutrition staff in planning for school reentry.
- Staff serving meals must wear face shields or face covering (see section 1h of the *Ready Schools, Safe Learners* guidance).
- Students must wash hands before meals and should be encouraged to do so after.
- Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.
- Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.
- Adequate cleaning of tables between meal periods.

Serve breakfast and lunch in classrooms and eat with cohort groups. Meal counts will be taken by staff and reported to kitchen in am and by the end of 1st period, daily.

All students must wash hands prior to and after meals.

If possible, students will wash hands in the classroom. If not, follow hallway and restroom procedures above. Student meals will be delivered to their cohort/classroom assignment by IA staff.

Students will not share utensils or other items during meals. Each table/desk will be cleaned prior to meals being consumed and after. Time is allocated in the schedule for this.

In compliance with LCSD PLAN

Lincoln County School District Plan - Breakfast & Lunch in the Classrooms All Levels.

Building administrators will have a plan in place for student handwashing before and after meal service.

Kitchen staff will wear face shields in the kitchen. When kitchen staff are delivering meals a cloth face mask will be worn covering their mouth and nose.

Barcoded student rosters by classroom will be provided for each meal service. Teacher will mark off each student as the student receives the reimbursable meal.

- Meals delivered to classrooms via carts. Carts are left outside of each classroom which will minimize the exposure of kitchen staff and student contact.

- Elementary Classrooms will continue to use the plastic baskets for breakfast & lunch. Students will have two

choices of meal entrees. A choice of a hot item or a cold item. During breakfast the student will pre order which lunch option that they will want for the day. Meal will include all of the components to make up a reimbursable meal.

a. Meals will be served in reusable plastic baskets. Disposable forks and spoons will be used.

Teachers will be responsible for making sure student meals are accurately accounted for. Meal count sheets will be provided by the kitchen for each classroom.

b. Kitchen staff will be re-trained on washing and sanitizing reusable baskets.

c. kitchen staff will be required to wear gloves when delivering & picking up food baskets to classrooms.

d. Baskets will be delivered via a cart specific for each classroom.

The cart will be left outside the classroom. When meal service begins the teacher, while wearing gloves, will roll the cart into the classroom. The teacher will set the basket on each student's desk.

e. When a student has finished eating, any uneaten food must be discarded or put back on the tray. **No Food is to remain in the classroom. No Share Tables will be allowed.**

f. At the end of lunch the student will put all paper in the garbage, pour the liquid milk through the strainer and down the sink (if sink is available).

Buckets with sanitizer will be available on each cart to clean off desks before & after food service.

g. Carts will be sanitized before breakfast service, between breakfast and lunch service and at the end of lunch service.

h. Meal count sheet & order sheets will be laminated. They will be sanitized once they are returned to the kitchen.

i. Sack breakfast will be available to pick up at the office for any students that come into school late. They will be able to grab the sack breakfast on the way to their classroom.

- **Secondary Classrooms.** Secondary classrooms will follow the same model as the elementary classrooms as far as meal delivery.

a. Meals will be served in reusable plastic baskets. Disposable forks and spoons will be used.

b. **Teachers will be responsible for making sure student meals are accurately accounted for.** Meal count sheets will be provided by the kitchen for each classroom..

c. Kitchen staff will be re-trained on washing and sanitizing reusable baskets.

d. kitchen staff will be required to wear gloves when delivering & picking up food baskets to classrooms.

e. Baskets will be delivered via a cart specific for each classroom.

The cart will be left outside the classroom. When

OHA/ODE Requirements

Hybrid/Onsite Plan

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- meal service begins the teacher will roll the cart into the classroom. The teacher will set the basket on each student's desk.
- f. When a student has finished eating any uneaten food must be discarded or put back on the tray. **No Food is to remain in the classroom. No Share Tables will be allowed.**
- g. At the end of lunch the student will put all paper in the garbage, pour the liquid milk through the strainer and down the sink (if sink is available).
 - Buckets with sanitizer** will be available on each cart to clean off desks before & after food service.
- h. Carts will be sanitized before breakfast service, between breakfast and lunch service and at the end of lunch service.
- i. Meal count sheet & order sheets will be laminated. They will be sanitized once they are returned to the kitchen.

- j. Sack breakfast will be available to pick up at the office for any students that come into school late. They will be able to grab the sack breakfast on the way to their classroom. Handwashing and sanitation guidelines will be followed.

- **Fresh Fruit & Vegetable Program** (if approved by ODE) Fresh Fruit & Vegetable program will be offered to elementary and middle school students. Items will be prepared for individual service and the teacher, with gloves, will distribute to the class

Notes:

- **Duplication of wording for Elem & Secondary is intentional due to requirements from the ODE Child Nutrition Program. Please do not reduce the language. kc**
- **Need To purchase**
 - Additional carts and casters
 - Garbage cans for carts
 - Strainers for liquid in sinks
 - Service baskets
 - Insulated bags
 - Face Shields
 - Sanitary Buckets
 - Chic Clothes
 - Serving Gloves for teachers
 - Stock up on Disposable silverware and other single use food packaging

2i. TRANSPORTATION

OHA/ODE Requirements

Hybrid/Onsite Plan

- Include transportation departments (and associated contracted providers, if used) in planning for return to service.
- Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of

In compliance with LCSD PLAN

OHA/ODE Requirements

Hybrid/Onsite Plan

the bus (see section 2j of the *Ready Schools, Safe Learners* guidance).

- ☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.
 - If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student.
 - If arriving at school, notify staff to begin isolation measures.
 - If transporting for dismissal and the student displays an onset of symptoms, notify the school.
- ☒ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.
- ☒ Drivers wear face shields or face coverings.
- ☒ Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).

Lincoln County School District will meet all OHA/ODE requirements regarding student transportation in accordance with the following procedures:

- [First Student Guidelines for Transporting Students During Covid-19 \(hyperlink\)](#)

WORKING NOTES:
Sarah and Darlene

- We will assume all students riding in March will be needing bus service this fall. Bus routing may weigh into cohort group assignment
- Evaluate student load by address to group households
- Drivers will visually screen students and provide isolation measures if necessary
- FS will provide covid protocol training to their staff before the start of school
- One student per seat, unless shared household. This will dramatically reduce the transport capacity of buses.
- FS will meet district needs. Arrival and dismissal times and procedures should be worked by individual area admins and then proposed to FS to confirm accommodation.
- Students will bus to and from only their primary residence to ensure consistency and tracking, and minimize co-mingling of students.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements

Hybrid/Onsite Plan

- ☒ Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected ([CDC guidance](#)) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.
- ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.
- ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air.
- ☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.
- ☒ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see [CDC's guidance on disinfecting public spaces](#)).

All frequently touched surfaces and shared objects will be cleaned between uses at least three times per day.

Door handles, desks, and tables will be cleaned between cohort groups.

Ventilation systems will be checked and maintained monthly by maintenance staff.

In compliance with LCSD PLAN

Lincoln County School District will meet all OHA/ODE requirements regarding cleaning, disinfection and ventilation in accordance with the following Standard Operating Procedures:

WORKING NOTES:

- Routine cleaning, enhanced disinfecting, reactive treatment
- Frequently touched surfaces (e.g., PE/recess equipment, sinks, door handles etc. will be cleaned, sanitized and disinfected according to the following SOPs;
 - Standard Cleaning (hyperlink)

OHA/ODE Requirements

Hybrid/Onsite Plan

☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see [CDC's guidance on ventilation and filtration](#) and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).

- Enhanced Cleaning ([hyperlink](#))
- Reactive Cleaning ([hyperlink](#))
- Day custodian helping to disinfect while school is in progress.
- Utilize when students are in specials & Teachers are on prep & lunch to provide multi disinfection applications per day.
- Employees are trained in proper handling/mixing of disinfectants. Perform proper risk assessments of disinfectants.
- Elementary school shared objects will be disinfected daily
- Ensure Cleaning, sanitizing & disinfecting all touchable surface areas are occurring multiple times throughout the day.
- Disinfectants will be stored in locked areas. If stored on cart they must have a locking storage section.
- Employees will prepare CDC approved disinfectants to the proper concentration in PPM.
- filter change each quarter.
- - Sodexo is working to provide disinfectant supplies in each classroom (from 2d notes)

2k. HEALTH SERVICES

OHA/ODE Requirements

Hybrid/Onsite Plan

- ☒ OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs.
- ☒ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).

Plan will be drafted in collaboration with our school nurse and mental/behavioral health staff.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements

Hybrid/Onsite Plan

OHA/ODE Requirements**Hybrid/Onsite Plan**

- Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.
- Establish a specific emergency response framework with key stakeholders.
- When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.

Response to outbreak link forthcoming. See communicable disease plan. Academic instructional model will automatically roll into online/Google Classroom instruction.

Current plan outlines a process for reporting any suspected or confirmed cases of novel viruses to the district nurse.

A district response team will review identified cases and follow an established emergency response framework.

3b. RESPONSE**OHA/ODE Requirements****Hybrid/Onsite Plan**

- Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response.
- If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.
- Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.
- When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- Modify, postpone, or cancel large school events as coordinated with the LPHA.
- If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.
- Continue to provide meals for students.
- Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

Weekly review of attendance data and reported symptoms by staff and students to determine a potential increase in rates.

Report to and consult with LPHA all confirmed COVID-19 cases.

Temporarily dismiss students attending on-site learning; potential shift to distance learning for all students.

Communication with families regarding criteria that must be met in order for on-site instruction to resume.

3c. RECOVERY AND REENTRY**OHA/ODE Requirements****Hybrid/Onsite Plan**

- Plan instructional models that support all learners in Comprehensive Distance Learning.
- Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow [CDC guidance](#) for classrooms, cafeteria settings, restrooms, and playgrounds.
- Communicate with families about options and efforts to support returning to On-Site instruction.
- Follow the LPHA guidance to begin bringing students back into On-

Distance learning and in-person learning will be planned in collaborative teams, allowing for students (and school community) to move between an in-person and DL4A model. In the event of school closure, all students and staff will participate in distance learning, temporarily.

Consult with LPHA for guidance on cleaning, sanitizing and disinfecting surfaces.

Follow LPSH guidance regarding the return of students and staff for onsite instruction.

Site instruction.

- Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section. This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family and Community Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>

Summary of Guidelines for Transporting Students During Covid-19

First Student, Inc. will be providing student transportation for Lincoln County School District in compliance with the guiding principles provided by the Oregon Department of Education, Ready Schools, Safe Learners-Guidance for School Year 2020-21 (June 10, 2020; pp. 24-25), and the protocols listed in the First Student Guidance for First Student Managers on Corona Virus (Covid-19).

- First Student will continue to work in conjunction with Lincoln County School District in planning for return to service.
- Buses will be cleaned frequently. Targeted cleanings will be performed between routes, with a focus on disinfecting frequently touched surfaces of the bus. Current sanitation protocols include sanitation of vehicle prior to student pick-up at bus stop and after student drop-off at educational facility with disinfectant solution. Areas to include and not limited to all high-contact areas, seat, seat belts, interior walls, windows etc. Vehicles will receive thorough disinfecting on weekends.
- Drivers will be instructed and trained to conduct visual screening for students exhibiting symptoms at loading/unloading. If a student displays symptoms:
 - A face shield or face covering will be provided and the student will be placed in a designated isolation seat.
 - If arriving at school, building staff will be notified to begin isolation measures.
 - If transporting for dismissal and the student displays an onset of symptoms, the bus company will notify the school.
 - After taking the students to the school(s), the driver/monitor of bus that was involved in the isolation event will return immediately to the yard and First Student Quarantine Protocol will take effect. The vehicle will not be placed back into rotation until it has been sanitized.
- Drivers will keep a transportation log for every run of the day that will include conclusive operational data including but not limited to the date, asset, staff, route, student load, seating assignments, isolations and operational notes.
- First Student will consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.
- Drivers & Monitors are required to wear face covers. If face covers inhibit the driver from safely performing his tasks while driving a First Student Vehicle, it is permissible for the driver to remove the mask for these tasks. The mask must be worn at all other times (to include and not limited to active student load/discharge, isolation events, public spaces in and outside the bus).
- First Student staff will have access to handwashing in offices as well as small hand sanitizer bottles for personal use while on routes.
- First Student in conjunction with Lincoln County School District will inform parents/guardians of changes to transportation services to ensure physical distancing at bus stops and while loading/unloading, knowledge of route modifications and transportation restrictions due to additional precautions, as well as sanitizing practices, and driver face coverings.

- Seating on buses will be restricted to comply with physical distancing recommendations of students who do not reside in the same household. Students will receive seating assignments and instruction from the driver.
- Buses will be loaded from the back to the front, and unloaded front to back by driver instruction.
- Bus occupancies vary based on the size of the transport vehicle and shared seating of students from the same household.
- First Student will make routing adjustments to accommodate Lincoln County School District's adjusted bell times, cohort groups and other Covid-19 related changes.

This concludes the First Student summary of guidelines for transporting students during Covid-19 as of June 19, 2020. This summary is subject to change as ODE/OHA requirements become available.

Introduction

Seasonal Respiratory Illness and Seasonal Influenza

Seasonal Respiratory Illness

There are several viruses that routinely circulate in the community to cause upper viral respiratory illnesses. These viruses include rhinoviruses, coronaviruses, adenoviruses, enteroviruses, respiratory syncytial virus, human metapneumovirus, and parainfluenza. The “common cold” is caused by rhinoviruses, adenoviruses, and coronaviruses. The symptoms of these seasonal illnesses may vary in severity but include cough, low-grade fever, sore throat (SDDH, 2019; Weatherspoon, 2019).

Seasonal Influenza

Influenza (flu) is a contagious respiratory illness caused by influenza viruses. There are two main types of influenza (flu) virus: Types A and B. The influenza A and B viruses that routinely spread in people (human influenza viruses) are responsible for seasonal flu epidemics each year. Influenza can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, very young children, and people with underlying health conditions or weak immune systems, are at high risk of severe flu complications. Routine symptoms associated with flu include fever, cough, sore throat, runny nose, muscle aches, headaches, fatigue, and sometimes vomiting (CDC, 2020).

Novel Coronavirus-19 (COVID-19)

There are several types of coronaviruses that affect humans, some infect animals and then evolve to affect humans, such as the Novel (New) Coronavirus-19. Symptoms of COVID-19 are similar to the flu, such as fever, cough, body aches, headaches, and sometimes sore throat, nausea, vomiting and diarrhea. Symptoms of COVID-19 continue to evolve as more is learned about the virus and illness it causes. Due to the fact that this is a new virus and there are currently no FDA-approved vaccines or treatments for the Coronavirus pathogens in humans, infection and mortality rates are high, causing our current pandemic. This plan is specific to this new virus.

Novel, Variant and Pandemic Viruses

Novel viruses refer to those not previously identified. A novel virus may be a new strain or a strain that has not previously infected human hosts. When a virus that has historically infected animals begins to infect humans, this is referred to as a variant virus. Pandemic refers to the global circulation of a novel or variant strain of respiratory viruses. The most common viruses associated with novel and pandemic outbreaks are influenza A and human coronavirus. A flu pandemic occurs when a new virus that is different from seasonal viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to these viruses. Pandemic flu can be more severe, causing more deaths than seasonal flu. Because it is a new virus, a vaccine may not be available right away. A pandemic could, therefore, overwhelm normal operations in educational settings (CDC, 2016).

Purpose

The purpose of this document is to provide a guidance process to non-pharmaceutical interventions (NPIs) and their use during a novel viral respiratory pandemic. NPIs are actions, apart from getting vaccinated and taking antiviral medications, if applicable, that people and communities can take to help slow the spread of respiratory illnesses such as pandemic flu or novel coronaviruses. NPI's, specifically in regards to pandemic planning, are control measures that are incrementally implemented based on the level of threat to a community. This document should be used as a contingency plan that is modified with a response planning team based on the current level of pandemic threat.

Control Measures

While prophylactic vaccine and antiviral medication are appropriate interventions in some viral respiratory conditions, specifically seasonal influenza. These are not always accessible for novel strains. Non-pharmaceutical interventions (NPI's) are essential actions that can aid in the reduction of disease transmission. It is important to note that disease that is widely spread in the community has many options for transmission beyond the school setting, and the school district can only account for NPI's in the school setting and at school-sponsored events (CDC, 2017).

(Image: CDC)

Everyday Measures

Control measures to limit the spread of communicable diseases should be an active part of the school comprehensive and preventative health services plan. Routine control measures include:

- Hand hygiene (washing your hands for 20 seconds with soap and water with appropriate friction).
- Respiratory etiquette (cover your coughs and sneezes and throw the tissue in the garbage each use)
- Routine sanitizing of shared areas and flat surfaces
- Stay home when you are sick and until 72 hours fever free, without the use of fever-reducing medication.

Control Measures for Novel or Variant Viruses

Control measures associated with novel or variant viruses are based on the severity of the specific virus. Some novel viruses are so mild they may go undetected, while others may present with more transmissibility or severity. Since new viruses have no historical context, public health guidance evolves as increased numbers of cases are identified, and patterns and risks are identified, and thus the guidance is unique to each specific event, respectively.

That being said, historical pandemic responses have provided a baseline set of evidence-based guides to create a framework for a response plan for such events in the school setting.

Control measures are incremental based on the current situation. The current situation will be defined by the public health entities based on the severity, the incidence and the proximity to the school setting leading to level based responses

When cases of novel viruses are identified globally

When the novel disease is identified, it is the due diligence of school health services personnel and school administration to pay close attention to trends. When a novel strain is identified, routine control and exclusion measures should continue. Other situations that may arise, including foreign travel by students or staff, which may result in extended absenteeism. In cases where student or staff travel is restricted secondary to pandemic events, it is the staff and parent's responsibility to communicate this restriction to the school district. Routine infection control and communication should continue.

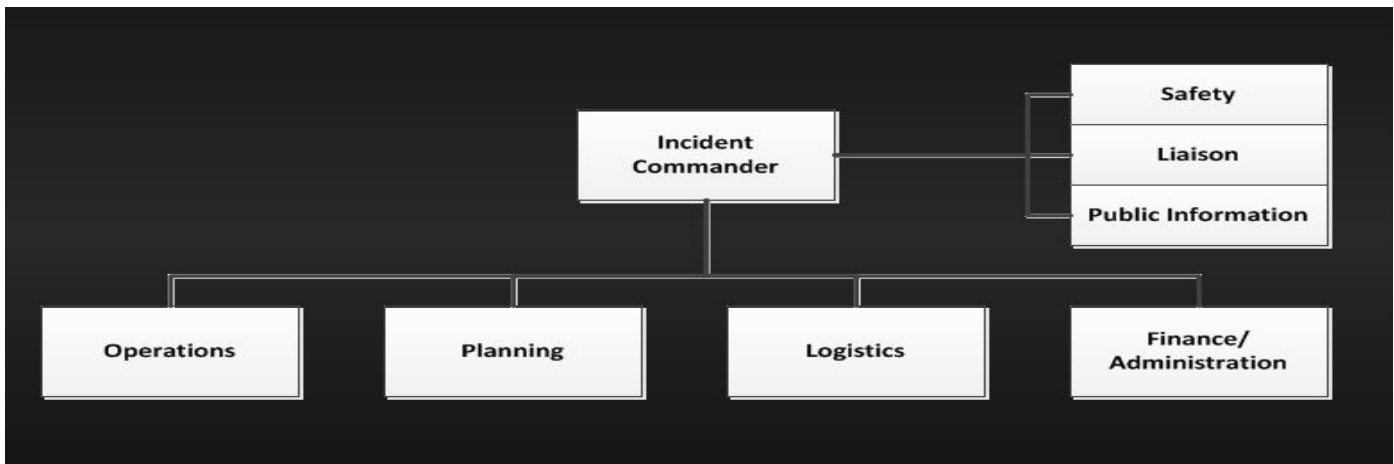
ROUTINE PRACTICES

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none">• Routine hand hygiene.• Respiratory Etiquette• Stay home when ill.	<ul style="list-style-type: none">• Routine illness exclusion (Appendix A).	<ul style="list-style-type: none">• Routine sanitizing.	<ul style="list-style-type: none">• Routine seasonal illness prevention and exclusion communication.

When cases of novel viruses are identified regionally or nationally

When the novel disease is identified in the U.S., it is important to identify the geographical location and the specific public health messaging and direction. The Centers for Disease Control and Prevention (CDC) will have current guidance. When novel viruses emerge in the state, the Oregon Health Authority (OHA) will provide direct guidance. OHA will have an alert for pandemic specific content that can be subscribed to for updates. An individual within the district should be subscribed to this alert to keep the team updated. If the region impacted is in Lincoln County, the Local Health Department (LHD) will provide school-centered communication and will potentially host conference calls. When cases are identified in the local region, a response team should be assembled within the charter school and responsibilities assigned.

Response team should consist of individuals who can fulfill roles with expertise in district/charter school policy and administration, clinical information, human resources, building-level management, risk management, and facilities at minimum to meet the general structure of Incident Command.



(Image: prepare.gov)

When public health has deemed a novel virus a pandemic threat, defer to the [CDC checklist for schools](#) (Appendix B) in order to establish a specific emergency response framework with key stakeholders. During this time, planning will need to be initiated on the continuity of education in the event of school closure. The response team should hold regular meetings.

LEVEL ONE ACTIONS: VIRUS DETECTED IN THE REGION-PREVENTION FOCUSED

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none"> • Increase routine hand hygiene, concentrating on before and after meals especially. • Use alcohol-based hand sanitizer (>60% ethanol or >70% isopropanol) when hand washing is not an option. • Cover coughs/sneezes, throw away tissues at each use, wash your hands. • Stay home when ill for at least 72 hours after fever free without the use of fever-reducing medications. 	<ul style="list-style-type: none"> • Identify baseline absentee rates to determine if rates have increased by 20% or more. • Increase communication and education on respiratory etiquette and hand hygiene in the classroom. • Teachers can provide age-appropriate education. • Communicable Disease surveillance - monitoring and reporting student illness (Appendix C). • Increase space between students in the classroom • Instruct students in small groups as feasible. 	<ul style="list-style-type: none"> • Increase sanitizing of flat surfaces and shared surfaces using EPA recommendation. See Appendix D. • Devise prevention and post-exposure sanitizing strategies based on current recommendations. • Isolate students who become ill at school with febrile respiratory illness until parents can pick up. • Discourage the use of shared utensils in the classroom. 	<ul style="list-style-type: none"> • Provide communications to families based on the current situation, general information, and public health guidance. • Provide communication to staff of the current situation. • Provide communication to immunocompromised student families to defer to personal providers in regards to attendance.

When cases of novel viruses are identified in the community

When novel viruses are identified in the community, but not in a student or staff, the district will defer to local public health guidance. This guidance will vary by event based on transmissibility, severity, and incidence. It is important to note that the school district can only apply controls around the school setting and school-sponsored events and activities. The school district cannot advise control measures around private clubs, organizations, or faith communities. Each of these congregate settings are responsible to follow local public health guidance as well.

When the local transmission is detected, planning for dismissal and academic continuity should be prioritized. As well, plans for prolonged staff absences should be prioritized.

LEVEL TWO ACTIONS: INTERVENTION FOCUSED [INCLUDES LEVEL 1 ACTIONS]

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none"> Public health-specific guidance Be prepared to allow your staff and students to stay home if someone in their house is sick. 	<ul style="list-style-type: none"> Public health guidance Increase space between people at school to at least 3 feet, as much as possible. Temporarily dismiss students attending childcare facilities, K-12 schools (Teachers report to work, students do not report to school). 	<ul style="list-style-type: none"> Public health-specific guidance. Modify, postpone, or cancel large school events as coordinated with LHD. 	<ul style="list-style-type: none"> Work with LHD to establish timely communication with staff and families. Provide communication to staff about the use of sick time and a reminder to stay home when sick. Advise parents to report actual symptoms when calling students in sick as part of communicable disease surveillance.

When cases of novel viruses are identified in the school setting

When novel viruses are identified in the school setting, and the incidence is low, the local health department will provide a direct report to the district nurse on the diagnosed case. Likewise, the LHD will impose restrictions on contacts. However, it is important to note that if the incidence is high in disease trends, the LHD may not have the manpower to impose individual restrictions and may create public statements that the school district should reiterate.

LEVEL THREE ACTIONS: RESPONSE FOCUSED [INCLUDES LEVEL 1 & 2 ACTIONS]

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none"> Follow public health direction. 	<ul style="list-style-type: none"> Follow exclusion guidance designated by the Local Public Health Authority, which may include student dismissal. 	<ul style="list-style-type: none"> Follow local public health direction on environmental cleaning, which may include school closure and canceling major events. 	<ul style="list-style-type: none"> Coordinate Communication with the Local Public Health Authority. Identify potentially immediately impacted student populations such as Seniors and graduation track.

POST EVENT

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none"> Routine hand hygiene and respiratory etiquette when LPHA deems processes may return to baseline. Stay home when ill and until 24 hours fever free without the use of fever-reducing medications. 	<ul style="list-style-type: none"> Routine illness exclusion when LPHA deems processes may return to baseline. 	<ul style="list-style-type: none"> Routine sanitizing when LPHA deems processes may return to baseline. 	<ul style="list-style-type: none"> Routine seasonal illness prevention and exclusion communication. Participate in post- event evaluation to determine what worked in a response plan and what needs to be revised. Determine the plans needed to make up lost academic time.

Special Considerations

Employee Sick Leave

Administration and human resources should work together to determine the need to temporarily revise or flex sick leave to accommodate any public health guidance in regards to lost work, such as maximum incubation period exclusion (10-14 days). Prolonged exclusion may occur with individuals who are contacts to identified cases, who are immunocompromised or who are identified as potential cases.

School Closures

If school closure is advised by the local public health department, consultation should occur between legal, and charter school administration to ensure processes are consistent with [legal preparedness processes](#).

Immunocompromised Students

Students with immunocompromising health conditions and treatments may require exclusion from school outside of public health guidance. These students should provide documentation from their provider.

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Images: Prepare.gov CDC.gov

Appendix A

Exclusion guidelines for COVID-19 like illness symptoms

Eddyville Charter School (See ODE for more information on exlutions)

<p>Does student have the following?:</p> <ul style="list-style-type: none">□ Fever: A body temp of 100.4 or greater□ Difficulty breathing/shortness of breath: not explained by situations such as exercise□ Concerning cough: acute, new, severe enough to interfere with active participation in usually school activities.□ Diarrhea: three or more loose stools in 24 hours or sudden onset of loose stools□ Vomiting: One unexplained episode	<p style="text-align: center;">NO</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">OKAY to attend School</p>
<p style="text-align: center;">YES ↓ Stay at home until:</p> <ul style="list-style-type: none">□ Fever: return to school 72 hours after fever is gone without aid from fever reducing medications.□ Difficulty breathing/shortness of breath: SEED MEDICAL ATTENTION, return to school when advised by a licensed healthcare provider.□ Concerning cough: stay home until 72 hours after cough resolve. If pertussis is diagnosed, stuned is to be excluded from school until completion of a five day course of ABX, or cleared from LPHA. If COVID-19 is diagnosed, excluded until cleared by LPHA.□ Diarrhea and/or vomiting: Symptom free for 48 hours	

For questions, concerns, or suspected outbreak, call your school nurse or health department.

Lincoln County Health Department: 541-265-0621

Eddyville Charter School Nurse: 541-875-2942

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district’s staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district’s pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district’s crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district’s operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district’s pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district’s established ICS and the local/state health department’s and state education department’s ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community’s pandemic plan as well as the state department of education’s plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district’s Incident Command System and the local/state health department’s and state education department’s Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department’s operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA’s healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community’s pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



Appendix C



Eddyville Charter School Illness/Absence Phone In Log

Date	Student name	Date of Birth	Gender	Grade	Room	Nausea/Vomiting	Diarrhea	Cramps	Fever	Cough	Sore Throat	Pneumonia	ER/Hospitalized	Other	Date of Onset

1. Determine baseline absence rates (daily average)
2. Identify with your administrator when absence rate has increased 20%
 - a. Report this increase to RN
3. Use the Eddyville Charter School Illness/Absence Phone in Log to document illnesses.
 - a. Request that parents report symptoms students are experiencing rather than just calling their student in sick.
 - b. Identify symptoms students are experiencing when students are going home sick.
4. This spreadsheet is only to be seen by the Nurse, Administrators, and attendance clerk (Usually school secretaries). LPHA may request this information at any time.

Appendix D

EPA Registration Number	Active Ingredient(s)	Product Name	Company	To kill SARS-CoV-2 (COVID-19), follow disinfection directions for the following virus(es)	Contact Time (in minutes)	Formulation Type	Surface Types	Use Sites	Emerging Viral Pathogen Claim?	Date Added to List N
67619-24	Hydrogen peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	Norovirus; Rhinovirus; Rotavirus	1	Ready-to-use	Hard Nonporous (HN); Food Contact; Post-Rinse Required (FCR)	Healthcare; Institutional; Residential	Yes	3/3/2020
67619-12	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Wipes	Clorox Professional Products Company	Canine parvovirus; Feline parvovirus	3	Wipe	Hard Nonporous (HN)	Healthcare; Institutional	Yes	3/3/2020
47371-131	Quaternary ammonium	HWS-64	H&S Chemicals Division of Lonza LLC	Adenovirus	10	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	3/3/2020
56392-7	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Cleaner Spray	Clorox Professional Products Company	Canine parvovirus; Feline Parvovirus; Panleukopenia Virus; Hepatitis A Virus; Norovirus; Poliovirus; Rhinovirus	1	Ready-to-use	Hard Nonporous (HN); Food Contact; Post-Rinse Required (FCR)	Healthcare; Institutional	Yes	3/3/2020

June 30, 2020

Dear ECS Families,

First, I want to thank all of you who took the time to complete our Fall 2020 survey. Your input helped our team in many of the elements of our planning sessions. We have completed our draft plan and will be submitting to LCSD for approval, then our ECS School Board for approval and finally to ODE for the state's approval. I do want to highlight our proposed plan, to give you information to assist in your planning as we move through summer and into the new 2020-21 school year at Eddyville Charter!

ECS's instructional model requires registration of EITHER on-site full-time(Monday-Thursday) OR online with daily parallel instruction to the classroom framework. We understand the need to be on site and we are working tirelessly to provide this within the state's guidelines/restrictions. We also understand that some families feel obligated to keep their student(s) home and we want to provide the most streamlined instruction possible via Google Classroom/Live feed of instruction/ weekly contact with assigned staff.

On-site requirements are as follows:

- ✓ 35 square feet per occupant to account for adequate social distancing of 6' (classroom capacities vary based on location and we will need exact numbers for planning purposes)
- ✓ Specific entry locations with sanitation and hand-washing stations, and IA visually screening each student, protocols for isolation room and parent contact if any symptoms of illness are exhibited.
- ✓ Health room with a designated isolation room (this is being moved to the old staff room) *We will not have a staff room this year due to regulations.*
- ✓ Immediate reporting to 1st period/assigned cohort room (1st grade, 8th grade, Geometry, etc...)
 - Attendance
 - Hand washing
 - Breakfast is served by staff to the assigned room and clean-up and sanitation protocols follow.
- ✓ Traffic flow, safety signage and routines labeled and marked throughout the school
- ✓ No visitors allowed
- ✓ Parent/guardian pick-up requires a face covering, handwashing prior to entry, and a max occupancy in the lobby of 7 (places will be marked). Sign-in and out is paper/pen free. You must verbally communicate this with office staff and ECS will keep a digital log of this per state requirements.
- ✓ Face covering guidelines followed (there may be updates to this as Gov. Brown's updated requirements change):
 - **Facial Shields**
 - *Facial Shields are required and will be provided for:*
 - Speech Language Pathologist
 - Bus drivers

- Front office staff
- **Facial Coverings**

Facial coverings are required and will be provided for:

 - Child Nutrition Program staff
 - Nurse when administering medication or providing direct services
 - Staff providing 1:1 supports
 - OT, PT, staff supporting personal care or where direction requires direct physical contact
- **Facial coverings are strongly encouraged for:**
 - Music teacher/IA, PE Teacher /IA, Special Education staff, all staff moving throughout campus including but not limited to:
 - Art teacher, PE teachers, Counselors, Sped. Staff, Front office staff when working in areas other than the front office, administration
- **Facial coverings are recommended for:**
 - All staff
 - Students over the age of 12
- **Facial covering are NOT recommended for:**
 - Children under the age of 12;
- **Children of any age should not wear a face covering:**
 - If they have a medical condition that makes it difficult for them to breathe with a face covering;
 - If they experience a disability that prevents them from wearing a face covering;
 - They are unable to remove the face covering independently;
 - While sleeping.

In order to keep shared items out of the school, each student will need to carry all personal belongings in their backpack/bag. This includes: school-issued Chromebook or home-issued device, binder, paper, writing utensils, books, sanitizers, and other supply list items. No lockers will be issued this year, due to COVID. Elementary rooms will have their cubbies assigned as they will be operating as an isolated cohort. A new student handbook will be available at registration to reflect the COVID 2020-21 year.

Water fountains will also be closed off, except for the bottle fill station outside the gym. Students will be required to bring their own bottle from home with the option to refill at school.

Changes in school time have not been approved, but we are looking at the following:

8:00am - School doors open and students report to their assigned classroom after sanitation.

8:00 – 8:30 School Breakfast is served in cohort classrooms

8:30 – Sanitation of classrooms/clean-up to prepare for instruction

8:45 – Instruction begins

2:30pm - Instruction closes and clean-up/sanitation protocols followed

2:40 - HS is dismissed to board buses/depart

2:45 – MS is dismissed to board buses/depart

2:50 – Elementary is dismissed to board buses/depart

3:00pm Buses depart from ECS campus

*Note: Breakfast, PE, music, recess, lunch and Chinese will be conducted in cohorts. PE and recess equipment kits will be assigned to each cohort and sanitized after each use. The playground structure will remain closed off due to COVID restrictions/requirements.

Also, school entries will be designated as follows:

Elementary enter at the front main doors

Middle School will enter at the side ramp doors

High School will enter at the back doors through the gate @ Building B

Due to the magnitude of changes, and potentially more changes to come, we have scheduled orientation days the first week of school. August 31st will be orientation for elementary only. Sept. 1st will be orientation for secondary only. Thursday, Sept. 2nd all students (K-12) enrolled as on-site or on-line will report, accordingly. Again, this isn't approved and a calendar will have to go to the Board before it is official.

The biggest roadblock we are facing, in addition to space, is busing and transportation requirements. As you know, First Student is who LCSD contracts with and we are locked into this contract as a result. We will only have access to our 5 routes, E65, E62/E64, E63 and E60. With the new rules, there are no changes and only one registered address is accepted. COVID restrictions say only one student per seat unless siblings, then 3/seat. This greatly reduces the availability of our transportation. We cannot add any more at this time as our contract doesn't allow it. I am asking that you please fill out the survey attached and if any of you can transport your students, it will help immensely.

We are one of only a few schools providing full-time on-site education and it is an incredible amount of work, time, creativity, and dedication. Transportation is an issue that we desperately need your assistance with. We appreciate your time and dedication in this joint effort, as well. Please fill out the form and we will take that data into account for final details.

I hope this gives you all a little better understanding of our proposed plans for next year. As always, thank you for your support and dedication to the success of our Eagles!

Sincerely,

Stacy Knudson and Team
Eddyville Charter School

EDDYVILLE CHARTER SCHOOL

-a nonmember corporation -

BYLAWS OF THE EDDYVILLE CHARTER SCHOOL

January 23, 2003, Amended September 15, 2016, Amended July 30, 2019.

ARTICLE I | Purpose

This corporation shall be organized and operated exclusively for educational charitable purposes within the meaning of Section 501 © 3 of the Internal Revenue Code. Subject to the limitations stated in the Articles of Incorporation, the purpose of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and 501© 3 of the Internal Revenue Code of 1986 (or its corresponding future provisions). This corporation's primary purpose shall be to provide K-12 education in a rural, community-based setting.

ARTICLE II | Non-membership

This corporation shall have no members as that term is defined by Oregon Revised Statutes Chapter 65, but may have members for other purposes. These members shall have none of the right or duties described in ORS Chapter 65 (or any corresponding future statute.)

ARTICLE III | Board of Directors

Section 1: **Duties:** The Board of Directors shall manage the affairs of the corporation.

Section 2: **Number:** The number of Board members will be Seven (7), with no more than three (3) at-large members who do not have children currently enrolled in Eddyville Charter School. The number of Board members may be decreased when members resign or fail to

meet meeting attendance requirements. The Board will, at that time, determine if replacement is required. The Board is not required to replace members that resign or fail to meet meeting attendance requirements. (Missing three board meetings for anything other than illness. See Section 5: Meeting Attendance). When vacancies arise due to term limit expiration and no candidate comes forth to fill the vacancy, the number of Board members shall be reduced by that number. At no time will the number of Board members be reduced to less than five (5) members.

Section 3: **Qualifications:** An individual may be elected to the Board if they are a parent of an Eddyville Charter School student. An individual may be elected to the Board as an at-large member who is not a parent of an ECS student but no more than three (3) will serve on the Board at one time. The at-large member would be a full Board member with all rights and privileges. Contracted employees are not eligible to become Board members in order to avoid the reality or perception of a conflict of interest.

Section 4. **Term and Election:** Except for the initial adjustments of shorter terms needed in order to create staggered terms, the term of office for Directors shall be three (3) years. The Board shall make provisions to stagger the terms of directors so that, each year, as close as possible to one-third of the Directors terms shall expire. A Director may be reelected without limitation on the number of terms she/he may serve. Vacancies on the Board of Directors will be advertised for ten (10) days. Elections for vacant positions will be held at the next regularly scheduled Board meeting following the completion of advertisement. Election will be by a majority vote of the Board, community members and parents of currently enrolled students of Eddyville Charter School in attendance at the regularly scheduled meeting.

Section 5. **Meeting Attendance:** Board members who miss three (3) consecutive regular Board meetings will be removed from the Board. Illness will be the only exception to this bylaw. Any Board

Member who is tardy to meetings by 20 or more minutes will be deemed absent for that meeting.

Section 6. **Removal:** Any Director may be removed, with or without cause, by a vote of two-thirds of the Directors then in office. No more than one Director may be removed at any one meeting of the Board.

Section 7. **Vacancies:** Vacancies on the Board of Directors and newly created board positions will be filled by public advertisement and a majority vote of the Directors then on the Board of Directors and community members in attendance at advertised election meetings.

Section 8. **Quorum and Action:** A quorum at a board meeting shall be a majority of members. If a quorum is present, action is taken by a simple majority vote of the directors present, except as otherwise provided by these bylaws.

Where the law required a majority vote of the directors in office to establish committees which exercise Board functions, to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, or for other matters, such action is taken by that majority as required by law.

Section 9. **Regular Meetings:** Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Eddyville Charter School will comply with ORS 192.610 to 192.690 Public Meetings Law.

Section 10. **Special Meetings:** Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of special meetings, describing the date, time, place and purpose of the meeting, shall be delivered to each Director personally or by telephone or by mail, or by e-mail no less than two days prior to the special meeting.

Section 11. **Emergency Telecommunications Meetings:** For these purposes, telecommunications includes email. Emergency

telecommunications meetings will take place when emergency decisions must be made quickly. The Administrator will decide the order of contact based on the specific situation (i.e. calling law enforcement prior to Board, if necessary). The Administrator will contact the Chairman and Vice-Chairman via telephone and/ or email and they will collaboratively make a decision on what is best for the school, staff and/or students based on the particular set of circumstances present in the emergency situation.

Section 12. **No Salary:** Directors shall not receive salaries for their Board services, but may be reimbursed for expenses related to Board service.

ARTICLE IV | Roles and Responsibilities

Section 1. **Titles:** With the exception of the first years Board of Directors elections and all future elections will take place in July. The Board shall elect a chairperson and vice chairperson at its first regular meeting of the new fiscal year. The term of office for the chairperson and vice chairperson will be one year. Each member of the board will be assigned a position number (i.e. Position 1, Position 2 etc.) at the beginning of his/her term.

Section 2. **Election:** The Board of Directors shall elect the chairperson and vice chairperson. An officer may be re-elected without limitation on the number of terms the officer may serve.

Section 3. **Vacancy:** A vacancy of the office of chairperson or vice-chairperson shall be filled no later than the first regular meeting of the Board of Directors following the vacancy.

Section 4. **Other Officers:** The Board of Directors has appointed the school administrative assistant to keep accurate records of all Board business and communications. In the absence of the Chairperson, the Vice Chairperson will sign all papers that require signature of the Board, and along with the Board, act as the Board's

representative in financial and legal matters when it is deemed necessary. In the absence of both the Chairperson and Vice Chairperson, the most senior member of the Board will sign documents.

Section 5. **Chairman:** The Chairman shall be the chief officer of the corporation and shall act as the Chair of the Board. The Board chairperson shall:

1. Preside at all meetings of the Board;
2. Have a vote on motions placed before the Board for action;
3. Sign on behalf of the Board such documents as may require an official signature;
4. Represent the Board in deliberations with other boards, districts or agencies unless another member of the Board is so designated;
5. Appoint all committees, unless otherwise specified by the Board;
6. Call special meetings and perform all other duties as prescribed by law;
7. The Chairman shall have any other powers and duties as may be prescribed by the Board of Directors.

Section 6. **Vice Chairman:** The Vice Chairperson shall perform all duties of the chairperson when acting in that capacity.

Section 7. **Board Clerk:** The Board of Directors has appointed the ECS Administration to appoint the Board Clerk. The Board Clerk shall have overall responsibility for all record keeping. The Board Clerk shall perform, or cause to be performed, the following duties:

1. Official recording of the minutes of all proceedings of the Board of Directors meetings and actions;
2. Provide for notice of all meetings of the Board of Directors;

Section 8. **Fiscal Responsibility:** The Board may receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash

condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

The Board may receive a pre-audit report from the director of business services recapping the year-end closure of financial statements prior to the annual audit. Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

ARTICLE VI | Corporation Indemnity

This corporation will indemnify its officers and directors to the fullest extent allowed by Oregon law.

ARTICLE VI | Board Committees

The Board shall have not standing committees, with the exception of those committees established to advise and recommend during the start-up on structure and design of new charter school. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as committee-of-the-whole. The function of special committees will be fact finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chairperson, the committee chairperson or any committee member.

Committee-of-the-whole meetings, called work sessions, may be held. Committee-of-the-whole meetings may be called by the chairperson or any two Board members.

All meetings of special committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendation and reports will become an official part of Board minutes.

A Board committee may appoint, subject to Board approval, advisory members from the staff, student body or community. These members are advisory only and may not be considered part of the quorum of the committee, nor may they vote on recommendations to be made to the Board. However, either an advisory member or an ex-officio member may present a written minority report to the Board.

ARTICLE VII | Dissolution

Upon dissolution, assets of the corporation not requiring return or transfer to donors, or grantors, or required for discharge of existing liabilities and obligations of the corporation, shall be distributed to the Lincoln County School District.

ARTICLE IX | Amendments to Bylaws

These by-laws may be amended or repealed, and new Bylaws adopted by the Board of Directors by a majority vote of directors in office. Prior to the adoption of the amendment, each Director shall be given at least two days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed

amendment to the bylaws and shall include a copy of the proposed amendment.

DATE ADOPTED: January 9, 2003. ECS Board of Directors, Revised May 17, 2018

Changes made on May 17, 2018:

1. Article III: Section 2: Board of Directors changed from 9 Members to 7 members. And at no time will the number of Board members be reduced to less than 5 members.
2. Article III: Section 3: Removed the part that said Employees, former employees of less than 3 years, and immediate family members of employees are not eligible to become Board members in order to avoid the reality or perception of a conflict of interest.
3. Article IV: Section 7 Board Clerk. Removed The Board of Directors has appointed the ECS Administrative Assistant as the Board Clerk.

Legal reference(s):

ORS 255.335

ORS 332.040

ORS 332.057

ORS192.610-192.690

ORS 332.045

ORS 332.105

2020/21 Board Meeting Calendar

September 2020						
Su	Mo	Tu	We	Th	Fr	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			

October 2020						
Su	Mo	Tu	We	Th	Fr	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

November 2020						
Su	Mo	Tu	We	Th	Fr	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 2020						
Su	Mo	Tu	We	Th	Fr	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		

January 2021						
Su	Mo	Tu	We	Th	Fr	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 2021						
Su	Mo	Tu	We	Th	Fr	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						

March 2021						
Su	Mo	Tu	We	Th	Fr	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 2021						
Su	Mo	Tu	We	Th	Fr	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	

May 2021						
Su	Mo	Tu	We	Th	Fr	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					

June 2021						
Su	Mo	Tu	We	Th	Fr	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			

July 2021						
Su	Mo	Tu	We	Th	Fr	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

August 2021						
Su	Mo	Tu	We	Th	Fr	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				

Board Meetings will be held every third Wednesday of the month at 6:00pm

CARPET ONE FLOOR & HOME
350 E. OLIVE ST.
NEWPORT, OR 97365
Telephone: 541-265-3530 Fax: 541-265-4212

ES000394

QUOTE

Sold To	Ship To
EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	EDDYVILLE CHARTER SCHOOL 1 EDDYVILLE SCHOOL RD EDDYVILLE, OR 97343

Quote Date	Tele #1	PO Number	Quote Number
07/06/20	541-875-2942		ES000394

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
STANDARD EXCELON	IMPERIAL TEXTURE VCT- 12"X12"	TO BE DETERMINED	2,430.00	SF	1.74	4,228.20
	RESILIENT - VCT INSTALL		2,430.00	SF	2.00	4,860.00
	PREPARATION LABOR		20.00	HR	65.00	1,300.00
S111V	4 COVE BASE	TO BE DETERMINED	480.00	BX	1.50	720.00
	BASE INSTALL - 2 1/2" OR 4" RUBBER		480.00	LF	1.50	720.00
12'	MERCER 735 UNDERSLUNG REDUCER 701 BLACK		6.00	EA	20.00	120.00
	- 12' LENGTHS					
Id #: .	TRANSITION INSTALL - RUBBER		60.00	LF	5.00	300.00
	S & H 250.00 AND UP		1.00	EA	90.00	90.00

— 07/06/20 —

2:33PM —

Sales Representative(s):
GREG WOLF

Material: 5,068.20
 Service: 7,270.00
 Misc. Charges: 0.00
 Sales Tax: 0.00
 Misc. Tax: 0.00

matrial only

QUOTE TOTAL: \$12,338.20

ES000394

QUOTE

Sold To	Ship To
EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	EDDYVILLE CHARTER SCHOOL 1 EDDYVILLE SCHOOL RD EDDYVILLE, OR 97343

Quote Date	Tele #1	PO Number	Quote Number
07/06/20	541-875-2942		ES000394

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
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NEW EXCELON VCT COLOR TO BE DETERMINED

- PROFESSIONALLY INSTALL VCT DOWN HALLS RAMP AND TWO BATHROOMS
 - PREPARATION OF FLOOR
 - FLOORS MUST BE DEWAXED AND VCT READY BEFORE INSTALL OF VCT
 - INSTALL OVER SLUNG IN ALL DOORWAYS AS NEEDED
 - INSTALL 4 " RUBBERBASE DOWN ALL HALLS WHERE NEEDED
 - ALL STALLS IN BATHROOMS TO BE REMOVE BY SCHOOL
 - ALL TOILETS TO BE REMOVED AND RESET BY PLUMBER OR SCHOOL
 - SHIPPING AND HANDLING
 - TOTAL AMOUNT MATERIAL AND LABOR = \$12,338.20
- Prices are current for 30 days and must be agreed upon/signed by that date. A 75% deposit is required at the time of signing.

If there are unforeseen conditions that require additional materials and/or installation, you will be advised of any additional costs before proceeding.

As your Project Coordinator, I will also take care of all details, and scheduling and follow-through for you.

Thank you in advance for the opportunity to work with you. If you have any questions, please do not hesitate to call me.

— 07/06/20 —	2:33PM —
Sales Representative(s): GREG WOLF	Material: 5,068.20 Service: 7,270.00 Misc. Charges: 0.00 Sales Tax: 0.00 Misc. Tax: 0.00
matrial only	QUOTE TOTAL: \$12,338.20

ES000394

QUOTE

Sold To EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	Ship To EDDYVILLE CHARTER SCHOOL 1 EDDYVILLE SCHOOL RD EDDYVILLE, OR 97343
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Quote Date 07/06/20	Tele #1 541-875-2942	PO Number	Quote Number ES000394
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Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
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Thank You -GREG

If there are unforeseen conditions that require additional materials and or installation, you will be advised of any additional cost before proceeding.
 Unless otherwise noted in this email, prices are good for 30 days and must be agreed upon/signed by that date.
 A 75% deposit is required at time of signing.

CCB# 102694

ACCEPTANCE AND SECURITY AGREEMENT TERMS:

21% Interest per annum will be applied on all invoices past 30 days.
 Credit cards not accepted for payment on commercial projects.
 Special-order and cut-to-measure items are not returnable.
 Payment for materials is due upon notice of availability. Progress payments required for projects extending past 30 days.
 Purchaser (debtor) hereby grants to Newport Carpet, Inc. a security interest in the above described property to secure payment of the obligation herein set forth
 Purchaser (debtor) agrees to pay said obligations as agreed and if any portion thereof, principle or interest, is not paid when due and such default continues for more than ten days, purchaser (debtor) agrees to pay, in addition to the foregoing, the reasonable collection costs of the secured party plus reasonable attorney's fees.
 Note: Labor warranty is one year unless otherwise stated. Moisture in the substrate is not a warranted item

— 07/06/20 —

2:33PM —

Sales Representative(s):
 GREG WOLF

Material:	5,068.20
Service:	7,270.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00

matrial only

QUOTE TOTAL: \$12,338.20

CARPET ONE FLOOR & HOME
350 E. OLIVE ST.
NEWPORT, OR 97365
Telephone: 541-265-3530 Fax: 541-265-4212

ES000390

QUOTE

Sold To	Ship To
EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	GUS LOOMIS EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343

Quote Date	Tele #1	PO Number	Quote Number
07/02/20	541-875-2942		ES000390

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
7071	RUBICON TILE - 19.7X19.7	TAUPE	1,130.22	SF	1.99	2,249.14
	Id #: 19.7X19.7					
	CARPET - CARPET TILE INSTALL		1,130.22	SF	1.50	1,695.33
	CARPET - REMOVE AND DISPOSE OF		1,130.22	SF	0.50	565.11
	EXISTING GLUED DOWN CARPET					
	PREPARATION LABOR		4.00	HR	65.00	260.00
301	KRAUS CARPET TILE ADHESIVE -	4 GAL	2.00	EA	192.14	384.28
	4GAL (800 SF COV)					
	Id #: 4 GALLON					
710	MERCER 710 CARPET TO RESILIENT -	701 BLACK	2.00	EA	20.00	40.00
	12'					
	Id #: 710					
	S & H 250.00 AND UP		1.00	EA	45.00	45.00

— 07/02/20 —		2:16PM —
Sales Representative(s):	Material:	2,673.42
GREG WOLF	Service:	2,565.44
	Misc. Charges:	0.00
	Sales Tax:	0.00
	Misc. Tax:	0.00
	QUOTE TOTAL:	\$5,238.86

matrial only

CARPET ONE FLOOR & HOME
350 E. OLIVE ST.
NEWPORT, OR 97365
Telephone: 541-265-3530 Fax: 541-265-4212

ES000390

QUOTE

Sold To	Ship To
EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	GUS LOOMIS EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343

Quote Date	Tele #1	PO Number	Quote Number
07/02/20	541-875-2942		ES000390

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
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NEW CARPET TILES RUBICON COLOR TAUPE 7071-05

- PROFESSIONALLY INSTALL CARPET TILES IN CLASSROOM
- REMOVAL AND DISPOSAL OF EXISTING GLUE DOWN CARPET
- PREPARATION OF FLOOR FOR GLUE
- INSTALL TRANSITIONS WHERE NEEDED
- SHIPPING AND HANDLING
- TOTAL AMOUNT MATERIAL AND LABOR = \$5,238.86

Prices are current for 30 days and must be agreed upon/signed by that date. A 75% deposit is required at the time of signing.

If there are unforeseen conditions that require additional materials and/or installation, you will be advised of any additional costs before proceeding.

As your Project Coordinator, I will also take care of all details, and scheduling and follow-through for you.

Thank you in advance for the opportunity to work with you. If you have any questions, please do not hesitate to call me.

Thank You --GREG

— 07/02/20 —

Sales Representative(s):
GREG WOLF

matrial only

2:16PM —

Material:	2,673.42
Service:	2,565.44
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00

QUOTE TOTAL: \$5,238.86

ES000390

QUOTE

Sold To EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343	Ship To GUS LOOMIS EDDYVILLE CHARTER SCHOOL PO BOX 68 EDDYVILLE, OR 97343
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Quote Date 07/02/20	Tele #1 541-875-2942	PO Number	Quote Number ES000390
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Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
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If there are unforeseen conditions that require additional materials and or installation, you will be advised of any additional cost before proceeding.
 Unless otherwise noted in this email, prices are good for 30 days and must be agreed upon/signed by that date.
 A 75% deposit is required at time of signing.

CCB# 102694

ACCEPTANCE AND SECURITY AGREEMENT TERMS:

21% Interest per annum will be applied on all invoices past 30 days.
 Credit cards not accepted for payment on commercial projects.
 Special-order and cut-to-measure items are not returnable.
 Payment for materials is due upon notice of availability. Progress payments required for projects extending past 30 days.
 Purchaser (debtor) hereby grants to Newport Carpet, Inc. a security interest in the above described property to secure payment of the obligation herein set forth
 Purchaser (debtor) agrees to pay said obligations as agreed and if any portion thereof, principle or interest, is not paid when due and such default continues for more than ten days, purchaser (debtor) agrees to pay, in addition to the foregoing, the reasonable collection costs of the secured party plus reasonable attorney's fees.
 Note: Labor warranty is one year unless otherwise stated. Moisture in the substrate is not a warranted item

— 07/02/20 — 2:16PM —
 Sales Representative(s): Material: 2,673.42
 GREG WOLF Service: 2,565.44

Misc. Charges: 0.00
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$5,238.86

matrial only



Abbey Floor & More
 345 SW Coast Highway
 Newport, OR 97365

Estimate

Date	Estimate #
6/30/2020	4797

Bill to:

Eddyville Charter School
 Gus Loomis
 1 Eddyville School Rd.
 Eddyville, OR 97343

Jobsite Name/Address

1 Eddyville School Rd.
 Eddyville, OR 97343

Customer Telephone Contacts

541.272.0959

Customer E-mail

gus.loomis@lincoln.k12.or.us

Customer Fax

Sales Rep

JGM

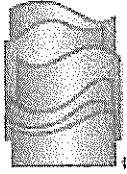
Description	Qty	Rate	Total
Carpet Tile in Room #68			
Dream Weaver Commercial Base Hit II 20	127.55	20.49	2,613.50
Nexus PVC Modular Adhesive 4 Gallon Pail	2	141.66	283.32
Sub-total for Product. To be paid at the time of order.			2,896.82
Standard Installation of Glue Down Carpet Tile	127.55	12.50	1,594.38
Removal and Disposal of old Carpet and Standard Pad.	127.55	3.00	382.65
Sub Total for Installation. To be paid upon completion.			1,977.03

*1) Payment for Product is due before Product is ordered 2) From the date of payment, all materials ordered require 2 weeks to arrive unless otherwise notified 3) In as much as the product is made to special measurements, this order is not subject to cancellation 4) Buyer understands that delivery dates are approximate and will not hold seller liable for production, manufacturing, shipping or scheduled delays 5) Seller is not responsible for any variation in dye lots 6) Abbey Floor reserves the right to make any equitable adjustments necessary in the event of salesperson error 7) Installation schedule will be finalized after delivery and inspection of your ordered product 8) In the event this contract is placed with an attorney for collection, buyer agrees to pay all attorney fees plus court fees.
 We accept all major credit cards. Installation is paid upon job completion. Estimates honored for 30 days.
 ** Please sign upon acceptance of estimate.***

Signature

Total \$4,873.85

Phone No.: 541-265-6167 **Fax:** 541-265-9163 oceanfloorstore@abbeyfloor.net



Abbey Floor & More
 345 SW Coast Highway
 Newport, OR 97365

Estimate

Date	Estimate #
7/1/2020	4799

Bill to:

Eddyville Charter School
 Gus Loomis
 1 Eddyville School Rd.
 Eddyville, OR 97343

Jobsite Name/Address

1 Eddyville School Rd.
 Eddyville, OR 97343

Customer Telephone Contacts

541.875.2942

Customer E-mail

gus.loomis@lincoln.k12.or.us

Customer Fax

Sales Rep

JGM

Description	Qty	Rate	Total
VCT in Hallway.			
Flintile Tarkett Vinyl Composit Tile Color Cooler Blue 1536	1,761.37	1.69	2,976.72
Dinastex XI VCT Adhesive 4 Gallon Pail	1	72.41	72.41
Dinastex XL VCT Adhesive 1 Gallon Pail	1	22.50	22.50
Freight		99.00	99.00
Sub-total for Product. To be paid at the time of order.			3,170.63
Installation of VCT.	1,761.37	2.00	3,522.74
Approximate time per man hour. Preparing floor or subfloor before installation of new floor.	25	65.00	1,625.00
Supply and Install 4" Rubberbase. Color: not yet selected.	363	3.50	1,270.50
Sub Total for Installation. To be paid upon completion.			6,418.24

1) Payment for Product is due before Product is ordered 2) From the date of payment, all materials ordered require 2 weeks to arrive unless otherwise notified 3) In as much as the product is made to special measurements, this order is not subject to cancellation 4) Buyer understands that delivery dates are approximate and will not hold seller liable for production, manufacturing, shipping or scheduled delays 5) Seller is not responsible for any variation in dye lots 6) Abbey Floor reserves the right to make any equitable adjustments necessary in the event of salesperson error 7) Installation schedule will be finalized after delivery and inspection of your ordered product 8) In the event this contract is placed with an attorney for collection, buyer agrees to pay all attorney fees plus court fees. We accept all major credit cards. Installation is paid upon job completion. Estimates honored for 30 days.

**** Please sign upon acceptance of estimate.****

Signature

Total	\$9,588.87
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Abbey Floor & More
 345 SW Coast Highway
 Newport, OR 97365

Estimate

Date	Estimate #
7/6/2020	4804

Bill to:

Eddyville Charter School
 Gus Loomis
 1 Eddyville School Rd.
 Eddyville, OR 97343

Jobsite Name/Address

Toledo Charter School.

Customer Telephone Contacts

Customer E-mail

gus.loomis@lincoln.k12.or.us

Customer Fax

Sales Rep

JGM

Description	Qty	Rate	Total
VCT In Hallway Bathrooms.			
Flintile Tarkett Vinyl Composit Tile Color not yet selected.	579.6	1.69	979.52
Dinatex XL Adhesive 1 Gallon Pail.	2	22.50	45.00
Freight		99.00	99.00
Sub-total for Product. To be paid at the time of order.			1,123.52
Installation of VCT.	579.6	2.00	1,159.20
Approximate time per man hour. Preparing floor or subfloor before installation of new floor.	5	65.00	325.00
Supply and Install 4" Rubberbase. Color:	140	3.50	490.00
Price to remove and reset toilets.	13	80.00	1,040.00
Sub Total for Installation. To be paid upon completion.			3,014.20

1) Payment for Product is due before Product is ordered 2) From the date of payment, all materials ordered require 2 weeks to arrive unless otherwise notified 3) In as much as the product is made to special measurements, this order is not subject to cancellation 4) Buyer understands that delivery dates are approximate and will not hold seller liable for production, manufacturing, shipping or scheduled delays 5) Seller is not responsible for any variation in dye lots 6) Abbey Floor reserves the right to make any equitable adjustments necessary in the event of salesperson error 7) Installation schedule will be finalized after delivery and inspection of your ordered product 8) In the event this contract is placed with an attorney for collection, buyer agrees to pay all attorney fees plus court fees.

We accept all major credit cards. Installation is paid upon job completion. Estimates honored for 30 days.

*** Please sign upon acceptance of estimate.***

Signature

Total	\$4,137.72
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Phone No.: 541-265-6167

Fax: 541-265-9163

oceanfloorstore@abbeyfloor.net



Mark A. Woosley
DBA: Wooz Flooring
CCB # 203067
23526 Lewis Dr
Philomath OR 97370
541-760-0321
mwooz514@juno.com

Flooring Installation Estimate:

6/26/20

Eddyville Charter School
1 Eddyville School Rd,
Eddyville, OR 97343

Costs:

Flooring materials for bathrooms	\$795.00
Flooring installation & labor	\$1252.50
TOTAL:	\$2047.50



Mark A. Woosley
DBA: Wooz Flooring
CCB # 203067
23526 Lewis Dr
Philomath OR 97370
541-760-0321
mwooz514@juno.com

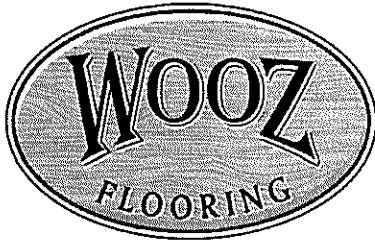
Flooring Installation Estimate:

Eddyville Charter School

1 Eddyville School Rd,
Eddyville, OR 97343

COSTS:

Flooring Materials	\$3603.00
Labor & Installation	\$4897.00
TOTAL	\$8500.00



Mark A. Woosley
DBA: Wooz Flooring
CCB # 203067
23526 Lewis Dr
Philomath OR 97370
541-760-0321
mwooz514@juno.com

Flooring Installation Estimate:

6/26/20

Eddyville Charter School

1 Eddyville School Rd,
Eddyville, OR 97343

Costs:

Flooring materials for classroom \$2825.00

Flooring installation & labor \$2747.50

TOTAL: \$5572.50

**** Please note, this is in addition to the previous bid for the hallway that you already received for \$8500.00**