



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

**October 19, 2022- Board Packet
Regular Session 6pm
AGENDA**

- 1) Regular Board Meeting Called to Order**
- 2) Past Meeting Minutes: September 21, 2022** Pg. 2-3
- 3) Agenda Adjustments**
- 4) Informational Items**
 - a) Financial Packet August -Doug Byers Pg. 4-22
- 5) Interested Party Comments**
- 6) Communication**
 - a) Administration Report- Stacy Knudson Pg. 23
 - b) Athletic Director Report- Karla Pearson Pg. 24
 - c) Facilities Manager Report- Danny Wheeler Pg. 25
- 7) Consent Agenda**
 - a) Payment of the Bills
 - b) Policy Updates
 - i) JHCCF: Head Lice
- 8) Action Items**
 - a) RFP Committee Bidding for the Siding Project
 - i) All bids provided by email to RFP committee and are available for viewing but not included in this packet because of length
 - (1) Kenneth Layton
 - (2) Hagen Construction
 - (3) CMH Remodeling
- 9) New Business**
 - a) EFA: Local Wellness Program Pg. 26-33
 - b) GBEA: Workplace Harassment Pg. 34-36
 - c) JGAB: Use of Restraint and Seclusion Pg. 37- 40
 - d) KBA: Public Records Requests Pg. 41-42
 - e) KBA-AR: Public Records Requests Pg. 43-44

Next Meeting November 16, 2022 at 6:00pm



**Eddyville Charter School
Board of Directors**

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

**September 21, 2022- Board Packet
Regular Session 6pm
MINUTES**

Board Members in Attendance: Stephanie Mekemson, John Lancaster, Abe Silvonen, Ryan Gassner, Ann Cook

Administration in Attendance: Stacy Knudson

Board Members Absent: Rebecca Phillips-Sutton, Stuart Imler

Meeting Minutes Prepared by Board Clerk: Dani Ulstad

Regular Board Meeting Called to Order by Abe Silvonen at 6:00pm

1) Past Meeting Minutes: August 10, 2022

- a) Ann Cook motioned to approve the past meeting minutes, Stephanie Mekemson seconded. All voting members voted in favor of the motion.

2) Agenda Adjustments

3) Informational Items

- a) Financial Packet August-Doug Byers
- b) In the process of an audit and will keep us updated; everything looks compliant at this point

4) Interested Party Comments- NONE

5) Communication

- a) Administration Report- Stacy Knudson
 - i) Strategic Improvement Plan
 - (1) Leadership team met to update five year goals for 2022-2027
 - (2) New goals 4.2, 4.3 and 4.5 on community involvement; Revised goals across the plan to include inclusive wording, tweaking towards new ideals
 - (3) Working on a more succinct, easy-to-memorize mission statement in alignment with the school vision
 - b) Athletic Director Report- Karla Pearson

- i) Abe Silvonon provided context to the OSAA investigation portion of the report; the September board packet includes the letters written by AD and Head Coach to the OSAA about the situation.
- c) Facilities Manager Report- Danny Wheeler

6) Consent Agenda

- a) Payment of the Bills
- b) Policy Updates
 - i) BDDH: Public Comment at board meetings
 - ii) BDDH-AR: Public Comment at Board Meetings
- c) John Lancaster motioned to approve the consent agenda, Ann Cook seconded. All voting members voted in favor of the motion.

7) Action Items

- a) Amendment to the Bylaws to allow for more at-large members
 - i) Unnecessary action item. The board bylaws allow for three at large members
 - ii) Conversation has been tabled

8) New Business

- a) JHCCF: Head Lice

Meeting adjourned at 7:05pm. Next Meeting October 19, 2022 at 6:00pm



MEMORANDUM

October 13, 2022

TO: Eddyville Charter School Board of Directors
FROM: Doug Byers, Fiscal Analyst 2, LBL ESD
RE: September 30, 2022 Financial Statements

Board Members,

Attached you will find the 2021-22 financial statements through September 30, 2022. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Special Revenue Funds Revenue and Expenditures, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2022 through September 30, 2022. The estimated General Fund Ending Fund Balance is \$472,265. Contingency makes up \$100,000 of the Fund Balance total.

Attached you will also find the 2022-23 financial statement through September 30, 2022. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Special Revenue Funds Revenue and Expenditures, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2022 through September 30, 2022. The estimated General Fund Ending Fund Balance is \$472,265. Contingency makes up \$100,000 of the Fund Balance total.

The final audit for FY21-22 is scheduled for the week of August 15th. The auditors are done with the audit, and almost done with the draft report. The final audit report will most likely be available to the board in November 2022.

Eddyville Charter School investments are held in an interest bearing money market account. Investments total \$1,130,925.35 and are yielding an interest rate of .050%.

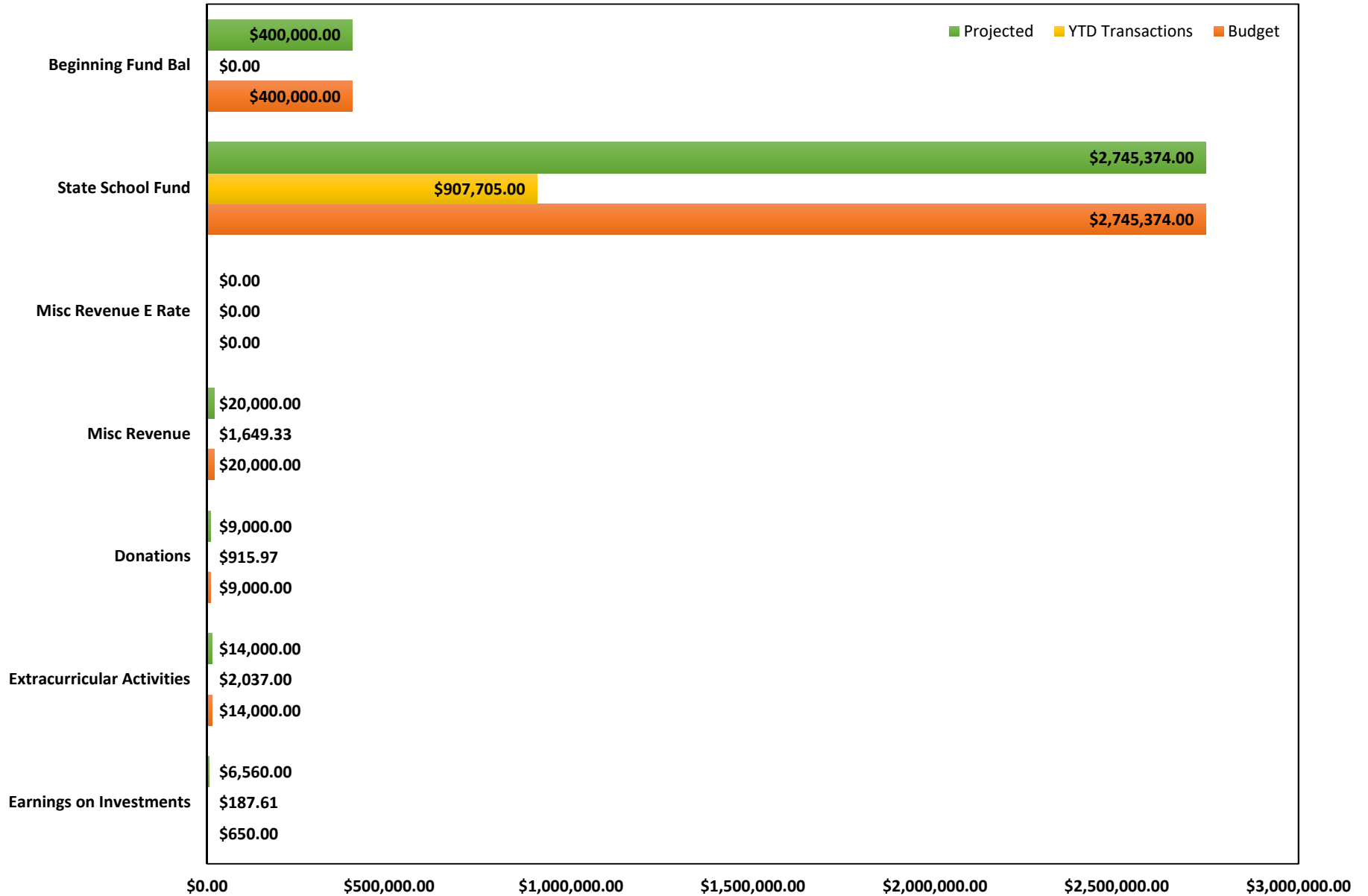
Please let me know if you have any questions or concerns regarding these statements.

Eddyville Charter School
General Fund: Statement of Revenue Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 09/30/2022

Source	2022-2023 Budget	Actual YTD Rev. 9/30/2022	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/Under Budget	Total Actual 6/30/2022	2021-2022 Budget
State Sources							
3101 State School Support Funds	2,745,374	907,705	1,837,669	2,745,374	-	2,680,997	2,583,655
3101 SSF- May Adjustment		-		-	-	-	
3299 Restricted State Funds		-	-			-	
Total State Sources	2,745,374	907,705	1,837,669	2,745,374	-	2,680,997	2,583,655
Non State School Support Formula Sources							
Local Sources							
1510 Interest on Investments/Bank	650	188	462	650	-	540	660
1710 Admissions	4,000	442	3,558	4,000	-	5,354	4,000
1740 Fees	10,000	1,595	8,405	10,000	-	11,185	11,000
1920 Donations from Private Sources	9,000	916	8,084	9,000	-	5,210	
			-	-			
1960 Recovery of Prior Year Exp.		-	-			-	
1990 Miscellaneous Local Revenue	20,000	1,649	18,351	20,000	-	29,135	23,700
Total Non Formula Local Sources	43,650	4,790	38,860	43,650	-	51,424	39,360
State/Federal Sources		-					
Total State/Federal Sources	-	-	-	-	-	-	-
Other Sources		-					
5200 Interfund Transfers		-				-	
5400 Beginning Fund Balance	400,000	-	472,265	472,265	(72,265)	594,307	400,000
Total Other Sources	400,000	-	472,265	472,265	(72,265)	594,307	400,000
		-					
Total Non SSF Revenue	443,650	4,790	511,125	515,915	(72,265)	645,731	439,360
		\$ -				\$ -	
Total Resources	\$ 3,189,024	\$ 912,495	2,348,794	\$ 3,261,289	\$ (72,265)	\$ 3,326,728	\$ 3,023,015
				\$ (3,144,115)			
				\$ 117,174			

Less Estimated Requirements
Estimated Ending Fund Balance

General Fund Revenue - September 2022 Projections - YTD - Budget



Eddyville Charter School
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 09/30/2022

Function	Adopted 2022-2023 Budget	Actual YTD Exp. 9/30/2022	Projected through 6/30/2023	Total Estimated 2022-2023	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2022
Instruction							
1111 Elementary, K-6	761,207	66,207	721,245	761,207	39,962.04	100.00%	661,464
1113 Elementary Extracurricular	7,436	405	4,429	7,436	3,007.21		3,974
1121 Middle/Junior High Programs	313,183	29,990	347,902	313,183	(34,718.75)	100.00%	367,658
1122 Middle/Junior High School Extracurricular	31,534	6,288	18,739	31,534	12,795.37	100.00%	20,251
1131 High School Programs	487,410	43,297	416,259	487,410	71,151.41	100.00%	497,856
1132 High School Extracurricular	110,114	24,186	55,450	110,114	54,664.00	100.00%	94,356
1400 Summer School	-	-	-	-	-	0	8,140
Total Instruction	1,710,884	170,372	1,564,023	1,710,884	146,861		1,653,699
Support Services							
2122 Counseling Services	900	-	47	900	853.04		155
2130 Health Services	1,250	274	7,814	1,250	(6,563.74)	100.00%	8,507
2210 Improvement of Instruction Services	1,000	1,890	1,890	1,000	(890.00)	100.00%	1,800
2230 Assessment & Testing	2,000	-	-	2,000	2,000.00		1,680
2240 Staff Development	4,500	-	-	4,500	4,500.00		620
2310 Board of Education	83,347	56,428	60,492	83,347	22,855.13	100.00%	71,382
2321 Office of the Superintendent Services	134,598	31,405	121,079	134,598	13,519.01	100.00%	122,152
2411 Office of the Principal Services	281,859	66,065	311,841	281,859	(29,982.39)	100.00%	186,965
2520 Fiscal Services	58,283	408	408	58,283	57,875.33	100.00%	56,998
2542 Maintenance	394,909	117,742	275,582	350,000	119,327.09	88.63%	222,452
2552 Transportation	146,314	664	140,664	146,314	5,649.52	100.00%	158,266
2643 Staff Accounting Services	105,195	26,248	100,804	105,195	4,391.03	100.00%	90,675
2660 Technology	36,308	21,069	40,726	36,308	(4,417.82)	100.00%	9,934
Total Support Services	1,250,463	322,194	1,061,347	1,205,554	189,116		931,586
Other Requirements							
5200 Transfers of Funds	127,677	-	127,677	127,677	-		269,178
6000 Contingency	100,000	-	100,000	100,000	-	0.00%	-
Total Other Requirements	227,677	-	227,677	227,677	-		269,178
Total Requirements	\$ 3,189,024	\$ 492,566	\$ 2,853,047	\$ 3,144,115	\$ 335,977		\$ 2,854,463

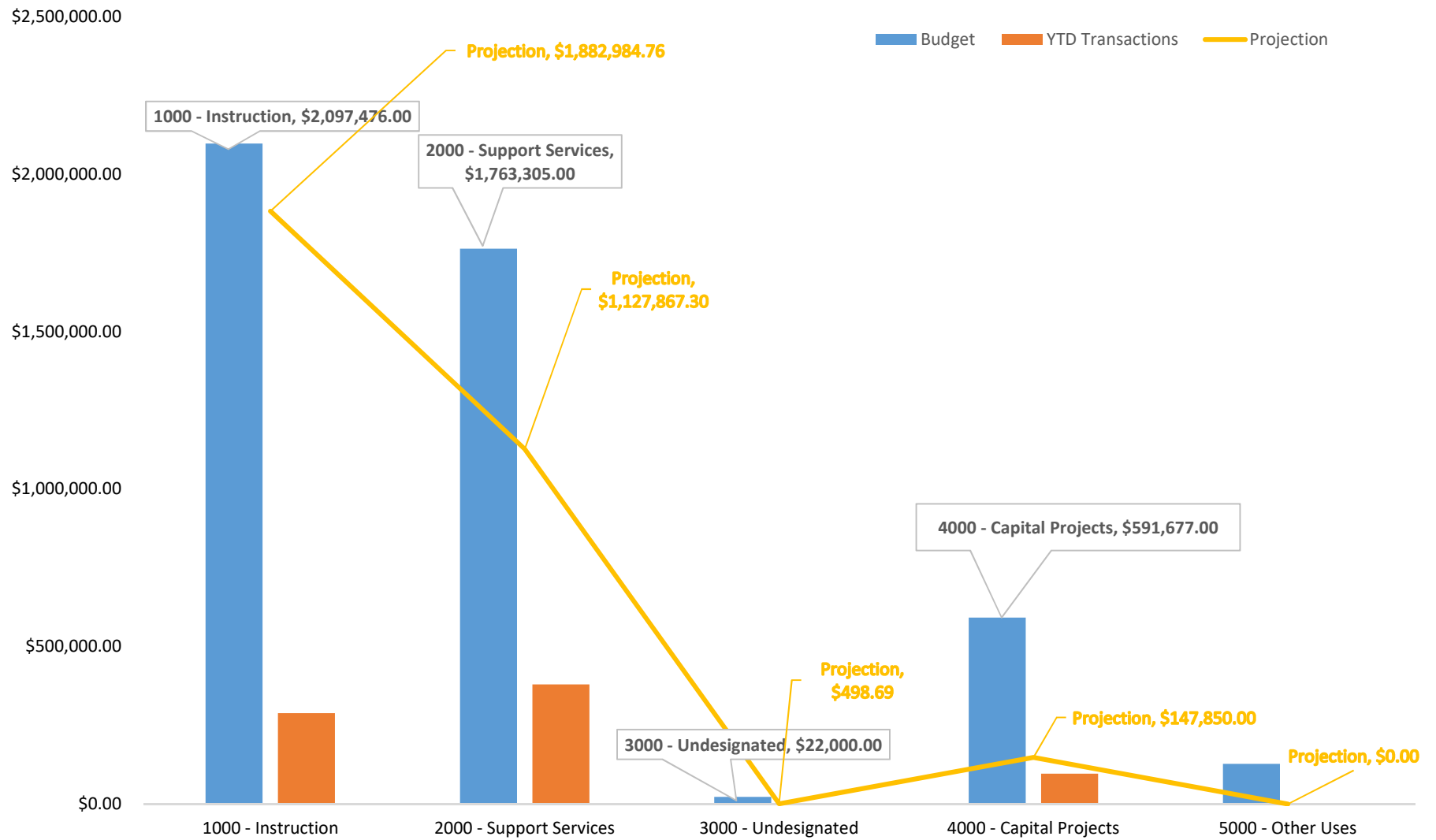
Eddyville Charter School
Other Funds: Statement of Revenue Expenditures Budget Vs. Actual
For the Fiscal Year 2022-2023
As of 09/30/2022

Fund	Description	Beginning Fund Balance as of 7/1/2022	YTD Revenue	YTD Expenditures	Balance as of 9/30/2022	Encumbered	Expected Grant Revenue	Remaining Balance	NOTES
206	Siletz Tribal Charities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
210	BLM Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
211	Aspire Grant	\$420.16	\$0.00	\$208.61	\$211.55	\$1,877.23	\$2,100.00	\$434.32	Rollover into FY22-23 as Fund Balance
212	BLM Grant L16AC00309	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
213	STCCF - Independing Reading	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
220	ESSER I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
222	ESSER II	\$0.00	\$0.00	\$5.15	(\$5.15)	\$0.00	\$5.15	\$0.00	Draw down request from LCSD
223	ESSER III	\$0.00	\$0.00	\$32,250.11	(\$32,250.11)	\$63,622.32	\$189,022.48	\$93,150.05	Draw down request from LCSD
227	MWEC - Textbooks	(\$1,977.37)	\$0.00	\$0.00	(\$1,977.37)	\$0.00	\$2,000.00	\$22.63	Waiting on EGMS for Grant \$2000
228	Carl Perkins Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
229	CTE Revitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
230	Saw Shop Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
251	Student Investment Act	\$0.00	\$0.00	\$19,627.92	(\$19,627.92)	\$203,351.26	\$231,785.62	\$8,806.44	Draw down request from LCSD
253	Eddyville Scholarship Fund	\$13,500.00	\$0.00	\$498.69	\$13,001.31	\$0.00	\$0.00	\$13,001.31	Rollover into FY22-23 as Fund Balance
255	CDL Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
256	Summer Learning Enrichment Grant	\$0.00	\$12,110.50	\$23,585.27	(\$11,474.77)	\$148.58	\$28,060.59	\$4,326.74	Draw down request from EGMS
257	Staff Retention Grant	\$0.00	\$0.00	\$27,041.68	(\$27,041.68)	\$365.30	\$39,611.29	\$12,204.31	Waiting on EGMS for Grant
258	Suicide Prevention	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	Rollover into FY22-23 as Fund Balance
259	High School Summer Learning	\$0.00	\$6,879.16	\$10,469.16	(\$3,590.00)	\$0.00	\$11,912.34	\$1,443.18	Draw down request from EGMS
261	SSA Summer Learning	\$59,240.72	\$0.00	\$53,590.13	\$5,650.59	\$430.00	\$0.00	\$5,220.59	Rollover into FY22-23 as Fund Balance
262	Menstrual Dignity Act	\$987.59	\$0.00	\$0.00	\$987.59	\$0.00	\$0.00	\$987.59	
272	Emergency Preparedness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
273	MidWay Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
274	Outdoor School	(\$1,053.36)	\$1,053.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
277	STCCF/Medical Responder Class	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
278	Oregon State Credit Union Mini Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
281	STCCF/Basketball Uniforms & Storage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
282	Three Rivers Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
283	STCCF/Science & Body Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
284	Clemens Fondation- Weight Room	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
285	Or Association Woodturns Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
286	Selco CU Creater Learning Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
287	Take It To The Court Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
288	STCCF Health Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
297	Vision Screening	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
298	High School Success	\$0.00	\$3,590.00	\$7,394.27	(\$3,804.27)	\$81,064.89	\$67,487.48	(\$20,971.68)	Draw down request from EGMS
299	Student Body Funds	\$45,699.27	\$15,815.35	\$8,827.36	\$52,687.26	\$4,118.78	\$0.00	\$48,568.48	Rollover into FY22-23 as Fund Balance
400	Capital Project Funds	\$426,210.25	\$0.00	\$95,721.53	\$330,488.72	\$54,233.84	\$127,677.00	\$403,931.88	
Totals		\$544,527.26	\$39,448.37	\$279,219.88	\$304,755.75	\$409,212.20	\$699,661.95	\$572,625.84	

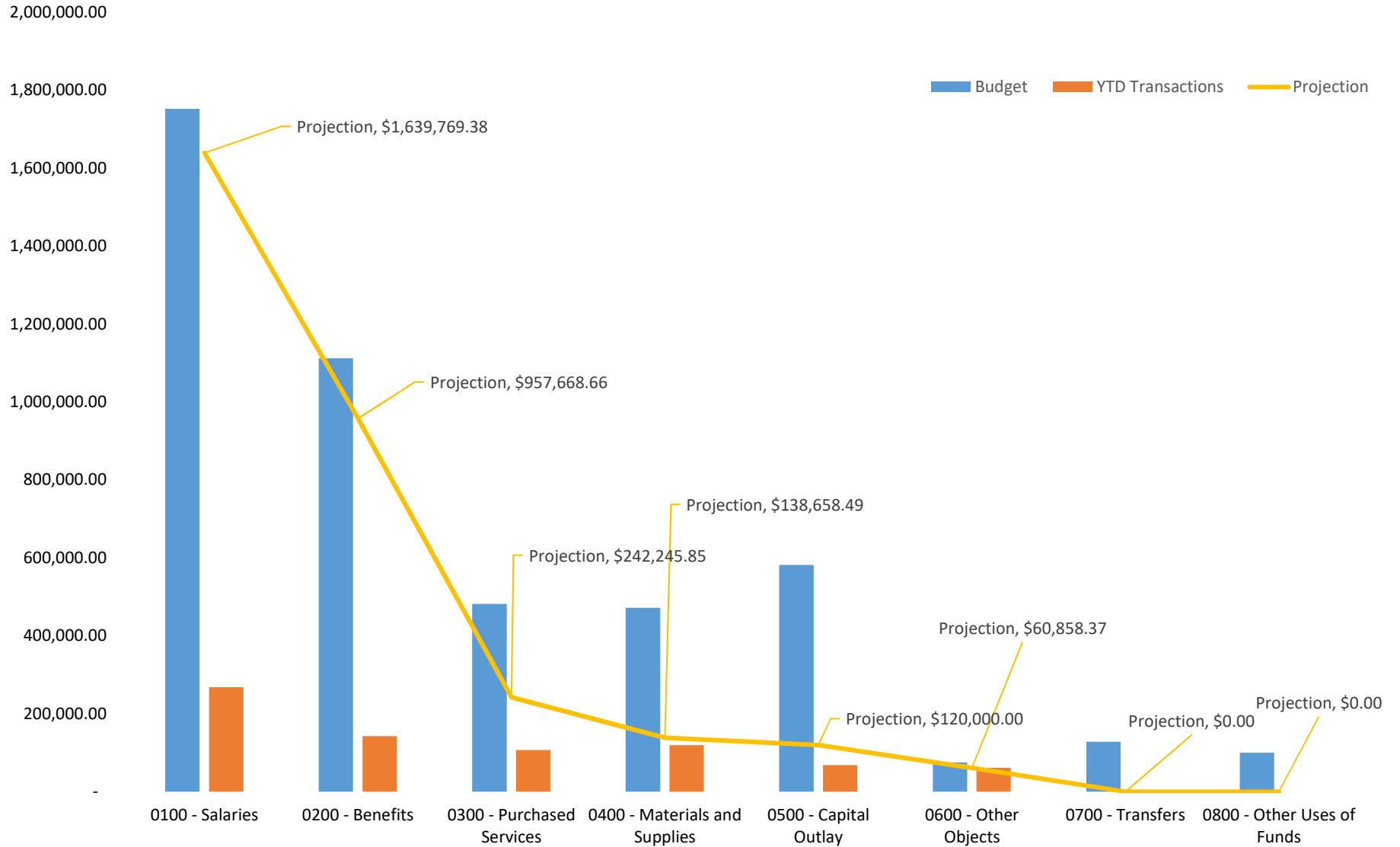
Eddyville Charter School
YTD Appropriations
For the Fiscal Year 2022-2023
As of 09/30/2022

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	\$ 1,710,884	0.00	\$ 170,372	\$ 1,393,650	\$ 1,564,023	\$ 146,861
2000 Support Services	\$ 1,250,463	0.00	\$ 322,194	\$ 739,152	\$ 1,061,346	\$ 189,117
5200 Transfers	\$ 127,677		\$ -	\$ -	\$ -	\$ 127,677
6000 Contingency	\$ 100,000		\$ -	\$ -	\$ -	\$ 100,000
Sub Totals	\$ 3,189,024	\$ -	\$ 492,566	\$ 2,132,802	\$ 2,625,369	\$ 563,655
Special Funds, 200						
1000 Instruction	\$ 404,499		\$ 119,173	\$ 204,837	\$ 324,010	\$ 80,489
2000 Support Services	\$ 534,842		\$ 58,136	\$ 138,305	\$ 196,441	\$ 338,401
4000 Building Acquisition	\$ -		\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ -		\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ 939,341	\$ -	\$ 177,310	\$ 343,141	\$ 520,451	\$ 418,890
Capital Projects, 400						
2000 Support Services	\$ 25,000		\$ -	\$ 2,105	\$ 2,105	\$ 22,895
4000 Facility Construction	\$ 566,677		\$ 95,722	\$ 54,234	\$ 149,955	\$ 416,722
Sub Totals	\$ 591,677	\$ -	\$ 95,722	\$ 56,339	\$ 152,061	\$ 439,616
Totals	\$ 4,720,042	\$ -	\$ 765,598	\$ 2,532,283	\$ 3,297,881	\$ 1,422,161

EXPENDITURES BY FUNCTION July 1 - September, 2022



EXPENDITURES BY OBJECT July 1 - September 31, 2022



Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1792	09/08/2022	BROOKS, JASON	\$1,047.64	8	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1793	09/08/2022	AMAZON.COM	\$629.08	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1794	09/08/2022	Best Pots	\$277.40	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1795	09/08/2022	Cohen & Park	\$60.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1796	09/08/2022	CULLIGAN WATER SYSTEMS	\$135.30	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1797	09/08/2022	CVE Technologies Group INC	\$3,495.88	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1798	09/08/2022	G AND K FLOORS	\$7,590.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1799	09/08/2022	IconiPro	\$1,145.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1800	09/08/2022	Instructure	\$1,240.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1801	09/08/2022	MID VALLEY VOLLEYBALL OFFICIALS ASSC.	\$2,402.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1802	09/08/2022	OREGON DEPARTMENT OF EDUCATION	\$66.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1803	09/08/2022	PIONEER TELEPHONE CO	\$1,276.05	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1804	09/08/2022	SMEED COMMUNICATIONS SERVICES	\$400.00	1041	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1805	09/19/2022	ACE HARDWARE - TOLEDO	\$9.59	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1806	09/19/2022	AMAZON.COM	\$656.30	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1807	09/19/2022	Auto Chlor System	\$234.25	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1808	09/19/2022	BILDER, MATTHEW TYLER	\$187.00	1047	Printed	Expense	<input type="checkbox"/>		
1809	09/19/2022	Castillo, Yvonne	\$187.00	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1810	09/19/2022	CONSUMERS POWER INC	\$1,669.72	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1811	09/19/2022	Curriculum Associates LLC	\$8,290.00	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1812	09/19/2022	DEHAAN, ANGELA	\$187.00	1047	Printed	Expense	<input type="checkbox"/>		
1813	09/19/2022	Hall, Sarah-Ann	\$187.00	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1814	09/19/2022	HOME DEPOT	\$4,269.44	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1815	09/19/2022	MARY'S PEAK TRUE VALUE	\$25.48	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1816	09/19/2022	Mid Western Football Officials Associati	\$1,204.50	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1817	09/19/2022	OREGON LOCK & ACCESS	\$1,127.88	1047	Printed	Expense	<input type="checkbox"/>		
1818	09/19/2022	Schneidecker Heating and Air	\$2,547.90	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1819	09/19/2022	Sierra Springs	\$238.90	1047	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1820	09/23/2022	CASTILLO, YVONNE	\$2,614.88	9	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1821	09/23/2022	THILL-WILSON, SIERRA DAWN	\$1,476.64	9	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1822	09/23/2022	WATKINS-GUENTHER, ANTHONY JAMES	\$39.94	9	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1823	09/23/2022	LAVAQUE, LOGAN RUSSELL	\$2,896.41	9	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1824	09/23/2022	McKnight, Patrick	\$4,036.57	9	Printed	Payroll	<input checked="" type="checkbox"/>	09/30/2022	
1825	09/23/2022	McKuhn, Laurissa Marie	\$438.02	9	Printed	Payroll	<input type="checkbox"/>		
1826	09/23/2022	Mekemson, Brayden	\$19.97	9	Printed	Payroll	<input type="checkbox"/>		
1827	09/22/2022	AMAZON.COM	\$558.29	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1828	09/22/2022	ArmorZone Athletic	\$125.00	1055	Printed	Expense	<input type="checkbox"/>		
1829	09/22/2022	COGNIA INC.	\$1,200.00	1055	Printed	Expense	<input type="checkbox"/>		
1830	09/22/2022	DAHL DISPOSAL SERVICE	\$952.40	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1831	09/22/2022	EAST LINN CHRISTIAN ACADEMY	\$175.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1832	09/22/2022	Hall, Sarah-Ann	\$49.95	1055	Printed	Expense	<input type="checkbox"/>		
1833	09/22/2022	INDUSTRIAL WELDING SUPPLY	\$5.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1834	09/22/2022	KNUDSON, STACY BROOKE	\$163.75	1055	Printed	Expense	<input type="checkbox"/>		
1835	09/22/2022	Lincoln Plumbing INC	\$475.20	1055	Printed	Expense	<input type="checkbox"/>		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1836	09/22/2022	NORTHWEST TEXTBOOKS DEPOSITORY	\$55.92	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1837	09/22/2022	ORKIN PEST CONTROL	\$2,323.00	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1838	09/22/2022	PIONEER PRINTING, INC.	\$87.60	1055	Printed	Expense	<input type="checkbox"/>		
1839	09/22/2022	SCHOOL SPECIALTY I	\$421.88	1055	Printed	Expense	<input type="checkbox"/>		
1840	09/22/2022	XEROX CAPITAL SERVICES	\$50.68	1055	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1841	09/26/2022	AMERICAN FIDELITY HEALTH SERVICES ADMIN	\$150.00	1060	Printed	Payroll Ded	<input type="checkbox"/>		
1842	09/26/2022	Texas Life Ins. Co	\$555.65	1060	Printed	Payroll Ded	<input type="checkbox"/>		
1843	09/27/2022	AMAZON.COM	\$151.32	1058	Printed	Expense	<input type="checkbox"/>		
1844	09/27/2022	EDDYVILLE CHARTER SCHOOL ASB	\$295.97	1058	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
1845	09/27/2022	JTS Fence, LLC	\$4,400.00	1058	Printed	Expense	<input type="checkbox"/>		
1846	09/27/2022	KNUDSON, STACY BROOKE	\$119.40	1058	Printed	Expense	<input type="checkbox"/>		
1847	09/27/2022	Oregon Athletic Directors Association	\$130.00	1058	Printed	Expense	<input type="checkbox"/>		
1848	09/27/2022	Pat-E-Macs BBQ & Catering LLC	\$206.90	1058	Printed	Expense	<input type="checkbox"/>		
1849	09/27/2022	Pearson, Karla	\$381.00	1058	Printed	Expense	<input type="checkbox"/>		
1850	09/27/2022	SCHOOL SPECIALTY I	\$14.43	1058	Printed	Expense	<input type="checkbox"/>		
1851	09/27/2022	STAPLES ADVANTAGE	\$997.63	1058	Printed	Expense	<input type="checkbox"/>		
1852	09/27/2022	TMobile	\$255.00	1058	Printed	Expense	<input type="checkbox"/>		
1853	09/27/2022	Treasurer - Carrie Dean	\$360.00	1058	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$66,969.71						

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 09/01/2022

To Date: 09/30/2022

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
203	09/08/2022	Cohen & Park	\$320.00	1042	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
204	09/08/2022	Elk City Coffee Company	\$134.00	1042	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
205	09/08/2022	ENDICOTT, MELISSA	\$47.28	1042	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
206	09/20/2022	Cohen & Park	\$520.00	1048	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
207	09/20/2022	Copeland Lumber Co	\$26.40	1048	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
208	09/20/2022	IDEA PRINTWORKS	\$1,616.90	1048	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
209	09/20/2022	Jones-Thomson, Brandy	\$67.00	1048	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
210	09/22/2022	AMAZON.COM	\$217.69	1056	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
211	09/22/2022	ENDICOTT, MELISSA	\$157.32	1056	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
212	09/22/2022	IDEA PRINTWORKS	\$90.00	1056	Printed	Expense	<input type="checkbox"/>		
213	09/22/2022	Jones-Thomson, Brandy	\$137.86	1056	Printed	Expense	<input type="checkbox"/>		
214	09/22/2022	Spring Valley Dairy	\$28.09	1056	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
215	09/27/2022	AMAZON.COM	\$231.28	1057	Printed	Expense	<input type="checkbox"/>		
216	09/27/2022	EDDYVILLE CHARTER SCHOOL	\$2,431.09	1057	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	
217	09/27/2022	Jones-Thomson, Brandy	\$49.44	1057	Printed	Expense	<input checked="" type="checkbox"/>	09/30/2022	

Total Amount: \$6,074.35

End of Report

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

Account: 618680-8000

09/12/2022	PERS	\$301.81	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$833.99	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$3,030.28	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$33.69	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$133.20	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$3,487.90	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$4,397.03	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$14,299.33	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	PERS	\$0.10	1039	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$20,911.33	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$1,888.24	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$489.73	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	-\$798.72	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$220.27	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$644.09	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$5,436.14	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBS	\$142.80	1040	Posted to G/L PR	<input type="checkbox"/>

Printed: 10/12/2022 3:30:54 PM

Report: rptGLNonCheckListing

2021.4.33

Page:

1

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

09/12/2022	OEBB	-\$5.95	1040	Posted to G/L PR	<input type="checkbox"/>
09/12/2022	OEBB	\$35.70	1040	Posted to G/L PR	<input type="checkbox"/>
09/09/2022	OR DEPT OF REVENUE - STATE TAX	\$0.47	1043	Posted to G/L PR	<input type="checkbox"/>
09/09/2022	INTERNAL REVENUE SERVICE - MEDICARE	\$32.96	1044	Posted to G/L PR	<input type="checkbox"/>
09/09/2022	INTERNAL REVENUE SERVICE - SS	\$140.94	1044	Posted to G/L PR	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$61.65	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BIMART	\$67.20	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BIMART	\$17.80	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$199.99	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	Costco	\$999.84	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BIMART	\$36.32	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$278.12	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	TOWNE PUMP	\$124.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	TOWNE PUMP	\$0.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	TOWNE PUMP	\$0.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	TOWNE PUMP	\$32.40	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BIMART	\$25.98	1049	Posted to G/L AP	<input type="checkbox"/>

Printed: 10/12/2022 3:30:54 PM

Report: rptGLNonCheckListing

2021.4.33

Page:

2

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posted	AP	AP
09/09/2022	BIMART	\$23.46	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	ADOBE	\$14.99	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	Melbourne IT	\$163.52	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	NIAAA	\$885.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$618.90	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$93.65	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$0.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$0.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$9.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$799.96	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	Cobblestone Pizza Co	\$217.93	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	WAL-MART	\$319.09	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$61.65	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	TCI	\$289.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$299.80	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$61.65	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$0.00	1049	Posted to G/L	AP	<input type="checkbox"/>
09/09/2022	OFFICE MAX - A BOISE COMPANY	\$33.83	1049	Posted to G/L	AP	<input type="checkbox"/>

Printed: 10/12/2022 3:30:54 PM

Report: rptGLNonCheckListing

2021.4.33

Page:

3

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

09/09/2022	TCI	\$456.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BANK CARD CENTER	\$799.99	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	TCI	\$578.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	SAFEWAY	\$66.68	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	NFHS	\$50.00	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	BIMART	\$28.03	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	SAFEWAY	\$145.03	1049	Posted to G/L AP	<input type="checkbox"/>
09/09/2022	Costco	\$175.92	1049	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	M & K BARK AND FLORAL	\$990.00	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	WAL-MART	\$102.35	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	The Taphouse at Nye Creek	\$269.82	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	OFFICE MAX - A BOISE COMPANY	\$173.51	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	WAL-MART	\$198.00	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	WAL-MART	\$298.00	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	BANK CARD CENTER	\$198.70	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	BANK CARD CENTER	-\$39.80	1050	Posted to G/L AP	<input type="checkbox"/>
09/25/2022	BANK CARD CENTER	\$0.00	1050	Posted to G/L AP	<input type="checkbox"/>
09/23/2022	EDDYVILLE CHARTER SCHOOL	\$101.98	1051	Posted to G/L PR	<input type="checkbox"/>

Printed: 10/12/2022 3:30:54 PM

Report: rptGLNonCheckListing

2021.4.33

Page:

4

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

09/23/2022	EDDYVILLE CHARTER SCHOOL	\$3,833.24	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	EDDYVILLE CHARTER SCHOOL	\$3,684.80	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	EDDYVILLE CHARTER SCHOOL	\$700.00	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	EDDYVILLE CHARTER SCHOOL	\$78,088.07	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	OSU FEDERAL CREDIT UNION	\$375.00	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	EDDYVILLE CHARTER SCHOOL	\$3,516.86	1051	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	INTERNAL REVENUE SERVICE - SS	\$16,394.80	1052	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	INTERNAL REVENUE SERVICE - MEDICARE	\$3,834.28	1052	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	INTERNAL REVENUE SERVICE - FEDERAL TAX	\$8,503.48	1052	Posted to G/L PR	<input type="checkbox"/>
09/23/2022	OR DEPT OF REVENUE - STATE TAX	\$8,749.87	1053	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	PERS	\$145.42	1054	Posted to G/L PR	<input type="checkbox"/>
09/26/2022	AMERICAN FIDELITY ASSURANCE CO - TSA'S	\$1,000.00	1059	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$476.10	1061	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$72.60	1061	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$793.20	1061	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$720.05	1061	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$120.18	1061	Posted to G/L PR	<input type="checkbox"/>

Printed: 10/12/2022 3:30:54 PM

Report: rptGLNonCheckListing

2021.4.33

Page:

5

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

09/27/2022	AFA COMPANY	\$37.10	1061	Posted to G/L PR	<input type="checkbox"/>
09/27/2022	AFA COMPANY	\$298.50	1061	Posted to G/L PR	<input type="checkbox"/>
09/29/2022	FLEX ACCOUNT ADMINISTRATION	\$595.83	1062	Posted to G/L PR	<input type="checkbox"/>

Total for Fund:	90	Total Amount:	<u>\$197,921.65</u>
		Total Amount:	<u>\$197,921.65</u>
			End of Report

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 09/01/2022

To Date: 09/30/2022

From Voucher:

To Voucher:

Account: 618680-8001

09/21/2022	BANK CARD CENTER	\$46.95	1046	Posted to G/L AP	<input type="checkbox"/>
09/01/2022	BANK CARD CENTER	\$1,113.28	1063	Posted to G/L AP	<input type="checkbox"/>

Total for Fund: 2 Total Amount: \$1,160.23

Total Amount: \$1,160.23

End of Report

October 2022

Administration Report

Enrollment: 200

Diagnostic 1 complete – numerous secondary students are retaking as they were flagged for rushing the process, resulting in skewed data.

K-5 Data indicates: Normal range of tiered students in the red, yellow and green levels.

6-8 Data indicates: Higher than normal number of students in the red (does not meet) tier. Validates the need for boost class options.

9-12 Data indicates: Higher than normal number of students in the yellow (almost meets) tier. Indicates a need for tutoring or additional support services. A number of students are also retaking this diagnostic as they were flagged in the process for ‘rushing’.

MTSS in place

Stations 90 min./day reading and math K-5

Math and science boost classes daily

Reading - small group work

Character Strong (K-12) daily work with a weekly focus.

Behavior data: Incidents in the first quarter are drastically down compared to previous years, with over 65% of reported incidents taking place on the bus and not here on campus.

Administrative

Weekly PLC structure around student engagement and overall achievement growth.

Monthly Personal + Authentic book study met as a whole group in September to discuss and reflect on Ch. 1 and we will meet in our PLC small groups for Oct. to discuss Ch. 2.

Staff Leadership team meets the third Monday each month to discuss our 5-yr. plan and our 90-day action plan components.

Student Leadership (ASB) meets weekly during advisory and Student Council or Class Representatives meet once a month. We just finished Homecoming week and it was a huge success. They should be extremely proud of their efforts.

Next steps are reissuing the Student Voice Survey and analyzing areas for growth.

Monthly Cohort Sessions with

Portico and Inflexion for each Secondary Admin. and Superintendents

Monthly 1:1 Coaching sessions

Portico and Inflexion for each Secondary Admin. and Superintends

Monthly Collaboration and Learning sessions

Leading Now organization (Boston Group)

Monthly Zoom meetings

OASSA executive board meetings and conference planning sessions

OTR (School/District leaders and legislative update meetings)

Women Superintendents of Oregon

Parking lot painting completed and it looks great – flow of traffic is efficient

RFP – bids are in and committee meeting is set for 10/16 5pm

Additional SIA money has been allocated and a community survey will take place this month to assist in planning and utilizing funds to meet our common goals and initiatives.



Board Report | Athletics
October 2022 | Karla Pearson

- Fall sports are slowly wrapping up as we have a few more games and hopefully look forward to playoffs here soon.
- We had a successful homecoming week this past week and look forward to more festivities this weekend with the homecoming football game and tailgater happening today (Oct. 14 at 2pm). Our volleyball senior night and Jam the Gym games also took place this week and were a hit thanks to our community and students!
- Thanks to everyone that participated in our Taphouse sponsorship night! Because of our community support, the Taphouse was able to donate \$2000 to our sports programs which was 50% of the profits for the evening!
- Following up on the OSAA football investigation, Eddyville was fined \$1500 for not following the correct protocol when deciding to pull our players from what we felt was an unsafe game (see prior board report for more information).

Go Eagles!



Board Report | Facilities
Oct 2022

Facilities Happenings this past month:

- Parking area has been completed and painted.
- RFP bidding is complete. Should be choosing contractor soon.
- Training new janitor that is replacing Jason
- Performing general maintenance around school grounds along with smaller upgrades

Facilities: On the radar for the next month:

- Work with contractor on scheduling the siding project for the school.
- Continue with small upgrades and general maintenance on school grounds.
- Start planning for small projects during the holiday breaks.

Danny Wheeler | Facilities Director

Eddyville Charter School Policy

Code: EFA
Adopted: 11-16-22

Local Wellness

Required if public charter school has an agreement with the ODE to operate reimbursable school meal program.

The public charter school is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the administrator shall prepare and implement a comprehensive nutrition program consistent with state and federal requirements for public charter schools sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at the school, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The administrator shall establish a Wellness Advisory Committee to advise the public charter school in the development, review and update of the local wellness policy.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The public charter school shall manage and coordinate the implementation of this local wellness policy. The implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

The Board designates the administrator to be responsible for ensuring each school meets the goals outlined and complies with this policy.

Record Keeping

The public charter school will retain the following records to document compliance with the local wellness policy requirements at the public charter school's administrative offices:

1. The written local wellness policy;

Notification of Policy

The public charter school will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the school website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The public charter school will publicize the name and contact information of the administrator or other school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the website and in school communications.

Triennial Progress Assessments

At least once every three years, the public charter school will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which school(s) under the jurisdiction of the public charter school are in compliance with the policy;
2. The extent to which the public charter school's policy compares to model local school wellness policy; and
3. A description of the progress made in attaining the goals of the public charter school's policy.

The public charter school will publish the triennial progress report on the school website when available. The public charter school will update or modify the policy based on results of the triennial assessment.

Community Involvement, Outreach and Communications

The public charter school will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The school will communicate information about opportunities on the school's website. The school will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the school's age-appropriate, comprehensive nutrition program and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers will receive curriculum-specific training;
5. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
6. Families and community organizations are involved, to the extent practicable, in nutrition education;
7. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
8. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
3. Nutrition promotion materials are sent home with students, published on the school website, and distributed at parent-teacher conferences;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;

5. Physical activity is a planned part of all school-community events.

School Meals

The public charter school participates in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE). The school also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab ‘n’ Go Breakfast.

The school’s available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The administrator or designee will support nutrition and food services operation as addressed in Board policy EFAA – School Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The public charter school will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The school controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed Smart Snacks Standards¹. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. Such requests to conduct a fund raiser will be submitted to the administrator for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

¹ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The public charter school will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least 225 minutes per school week;
6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;
8. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;
9. Physical activity is a planned part of all school-community events;
10. Materials promoting physical activity are sent home with students and published on the school website.

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them

from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the public charter school.

Other Activities that Promote Student Wellness

The school will integrate wellness activities throughout the entire school environment. The school will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The school will provide the following activities and encourage the following practices which promote local wellness:

1. Safe Routes to Schools Program;
2. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
3. Nonfood-related fund raisers;
4. Physical activity energizers during transitions from one subject to another;
5. Monthly/Weekly school walks;
6. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
7. Use of alternates to food as rewards in the classroom;
8. Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school- and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;
9. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
10. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;

Employee Wellness

The public charter school encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The public charter school's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The public charter school will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

The public charter school’s Employee Wellness Program may include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees’ needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The school encourages participation from all employees. “Employees” are not limited to instructional staff (i.e., teachers and instructional assistants), but includes all administrators and support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:

1. School personnel who implement existing wellness programs in the school (i.e., employee wellness committee);
2. School personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and
3. Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, administrator, human resource administrators, fiscal services administrators).

DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

3. “Oregon Smart Snacks Standards”² means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

Legal Reference(s):

[ORS 327.531](#)
[ORS 327.537](#)
[ORS 329.496](#)
[ORS 336.423](#)

[ORS 338.115](#)
[OAR 581-051-0100](#)
[OAR 581-051-0305](#)

[OAR 581-051-0306](#)
[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

National School Lunch Program, 7 C.F.R. Part 210 (2022).
School Breakfast Program, 7 C.F.R. Part 220 (2022).
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1758b (2018).

² Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Eddyville Charter School Policy

Code: GBEA
Adopted: 11-16-22

Workplace Harassment *

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between public charter school employees or between a public charter school employee and the public charter school in the workplace or at a work-related event that is off public charter school premises and coordinated by or through the public charter school, or between a public charter school and a public charter school employee off public charter school premises. Board members, volunteers and interns are subject to this policy.

Any public charter school employee who believes they have been a victim of workplace harassment may file a report with the public charter school employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The public charter school employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The public charter school, upon receipt of a report from a public charter school employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The public charter school employee receiving the report, whether a supervisor of the employer or the public charter school employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

The public charter school may not require or coerce a public charter school employee to enter into a nondisclosure² or nondisparagement³ agreement.

The public charter school may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between public charter school employees or between a public charter school employee and the public charter school, in the workplace or at a work-related event that is off public charter school premises and coordinated by or through the public charter school, or between a public charter school employee and employer off public charter school premises.

The public charter school may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a public charter school employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the public charter school as a term or condition of the agreement. The agreement must provide the public charter school employee at least seven days after signing the agreement to revoke it.

If the public charter school determines in good faith that an employee has engaged in workplace harassment, the public charter school may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the public charter school to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., [board members and] volunteers and interns) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or the Board.

The public charter school shall make this policy available to all public charter school employees and shall be made a part of public charter school orientation materials provided and copied to new public charter school employees at the time of hire.

The administrator will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

² A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

³ A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

Legal Reference(s):

[ORS 174.100](#)

[ORS 243.317 - 243.323](#)

[ORS 338.115](#)

[ORS 659A.001](#)

[ORS 659A.003](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[ORS 659A.082](#)

[ORS 659A.112](#)

[ORS 659A.370](#)

[ORS 659A.820](#)

[ORS 659A.875](#)

[ORS 659A.885](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

[House Bill 3041 \(2021\)](#)

Eddyville Charter School Policy

Code: JGAB
Updated: 11-16-22

Use of Restraint or Seclusion**

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

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

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

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

¹ The use of a solid object, including furniture, a wall, or the floor, by public charter school staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

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

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

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

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

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

Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

"Restraint" does not include:

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

2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.

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

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
 8. “Prone restraint” means a restraint in which a student is held face down on the floor.
 9. “Supine restraint” means a restraint in which a student is held face up on the floor.

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

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

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

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

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of student placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;

7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the public charter school to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics² of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the public charter school for seclusion of a student and a description of the dimensions and design of the rooms.

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 161.205	ORS 339.300	OAR 581-021-0563
ORS 339.250	ORS 339.303	OAR 581-021-0566
ORS 339.285		OAR 581-021-0568
ORS 339.288	OAR 581-021-0061	OAR 581-021-0569
ORS 339.291	OAR 581-021-0550	OAR 581-021-0570
ORS 339.294	OAR 581-021-0553	OAR 581-022-2267
ORS 339.297	OAR 581-021-0556	OAR 581-022-2370

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

Eddyville Charter School Policy

Code: KBA
Adopted: 11-16-22

Public Records Request**

~~“Public record” means any information that:~~

- ~~1. Is prepared, owned, used or retained by the public charter school;~~
- ~~2. Is related to an activity, transaction or function of the public charter school; and~~
- ~~3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the public charter school.~~

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the school office.

A “public record” includes any writing that contains information relating to the conduct of the public’s business, prepared, owned, used or retained by the public charter school regardless of physical form or characteristics, unless otherwise exempted by law.¹ “Writing” means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic records. Public record does not include any writing that does not relate to the conduct of the public’s business and that is contained on a privately owned computer ~~messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.~~

~~A request to inspect or receive a copy of a public record shall be in writing and will be presented to the [administrator’s] office.~~

~~Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.~~

~~The Board’s official minutes, its written policies and its financial records will be available at the public charter school [administrator’s] office for inspection by any citizen desiring to examine them during hours when the [administrator’s] office is open.~~ All such information will be made available to individuals with disabilities in an ~~any appropriate~~ accessible format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make ~~every~~ reasonable efforts to disseminate information. The administrator is authorized to use ~~all~~

¹ There are multiple definitions for “public record” in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

available means ~~available~~ to keep parents and others ~~of his or her~~ in the particular ~~charter~~ school's community informed about the ~~public charter~~ school's program and activities.

~~No records will be released for inspection by the public or any unauthorized persons—either by the administrator any other person designated as custodian for public charter school records—if such disclosure would be contrary to the public interest, as described in state law.~~

The Board reserves the right to establish a fee schedule which will reasonably reimburse the public charter school for the actual cost of making public records available pursuant to law. The public charter school will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for ~~qualified~~ persons with disabilities.

~~Public charter s~~ School employee and volunteer ~~personal residential addresses, personal electronic mail addresses (other than public charter school electronic mail addresses assigned by the public charter school to employees), social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the public charter school are exempt from public disclosure pursuant to Oregon Revised Statute (ORS) 192.345363 - 368 and ORS 192.355(3). School electronic mail addresses assigned by the school to school employees are not exempt. Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law.~~ This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. ~~Public charter school electronic mail addresses assigned by the public charter school to employees are not exempt.~~

The public charter school will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the public charter school to identify public charter school employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The public charter school shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The public charter school shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[ORS Chapter 192](#)

[ORS 338.115\(2\)](#)

[ORS 137-004-0800\(1\)](#)

[OAR 166-005-0010](#)

[OAR 166-400](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (~~2012~~2018); 29 C.F.R. Part 1630 (~~2017~~2021); 28 C.F.R. Part 35 (~~2017~~2021).

OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL'S, *Public Records and Meetings Manual* (~~2014~~).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Bialostosky v. Cummings, 319 Or. App. 352 (2022).

Eddyville Charter School Policy

Code: KBA-AR

Revised/Reviewed: 11-16-22

Public Records Request

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the public charter school:

1. A public records request shall be submitted in writing through the ~~administrator's office~~ school office.
2. Upon receipt of a written request, the public charter school shall respond within five business days¹ acknowledging receipt of the request or completing² the public charter school's response to the request. If the public charter school provides an acknowledgment of the request, it must:
 - a. Confirm that the public charter school is the custodian of the requested record;
 - b. Inform the requester that the public charter school is not the custodian of the requested record; or
 - c. Notify the requester that the public charter school is uncertain whether the public charter school is the custodian of the requested record.
3. If the public charter school is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the public charter school is required to acknowledge receipt of the request as described above, the public charter school shall:
 - a. Complete its response to the public records request in accordance with ORS 192.329(2). If the public charter school determines that a record is exempt from public disclosure, the public charter school will include a statement to that effect, and that the requester may appeal the decision pursuant to state law; or
 - b. Provide a written statement that the public charter school is still processing the request and a reasonable estimated date by which the public charter school expects to complete its response based on the information currently available.
4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the public charter school if compliance would be impracticable because:
 - a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;

¹ "Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the public charter school is scheduled to and does report to work.[Business day does not include any day on which the [central administration office for the] public charter school is closed.]

² The public charter school response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.329).

³ Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

- b. Compliance would demonstrably impede the public charter school's ability to perform other necessary services; or
- c. Of the volume of the public records request being simultaneously processed by the public charter school.

In these situations, ~~T~~the public charter school shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

- 5. The public charter school may request additional information or clarification from the requester for the purpose of expediting the public charter school's response to the request as permitted by law. If the public charter school requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the school for information or clarification, the school shall close the request.
- 6. If a copy of a public record is requested, the public charter school will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be ~~provided~~ made available in the form the record is maintained.
- 7. If a person who is a party to a civil judicial proceeding to which the public charter school is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of public charter school records and at the same time to the public charter school's attorney.
- 8. Information will be made available to individuals with disabilities in an ~~appropriate~~ accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
- 9. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to the public charter school. Labor will be calculated at the hourly rate of the employee affected. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

If the public charter school has informed the requester of a permitted fee, the obligation of the public charter school to complete its response to the request is suspended until the fee has been received by the public charter school. If the requester fails to pay the fee within 60 days of the date ~~he/she~~ ~~was~~ they were informed of the fee or fails to pay the fee within 60 days of the date on which the public charter school informed them of the denial of the fee waiver, the public charter school shall close the request.

- 10. ~~The public charter school reserves the right to restrict the inspection of some public records to the public charter school's facilities.~~