

**LAKE COUNTY SCHOOL DISTRICT 7**  
**Regular Board Meeting**  
**Daly Middle School**  
**220 South H Street**  
**Lakeview , OR 97630**  
**Wednesday, February 21, 2024, 5:30 PM**

**1. EXECUTIVE SESSION- 4:30 PM**

1. Representatives of the news media, designated staff and invited guests shall be allowed to attend Executive Session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically asked not to report on any of the session as previously announced. No decision may be made in Executive Session, we will return to Open Session and welcome the audience back into the room.

2. Executive Session is held in accordance with (ORS192.660(2)(i)). To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing.

**2. CALL TO ORDER REGULAR SESSION - 5:30 PM**

1. Pledge of Allegiance to the Flag

**3. APPROVAL / AMENDMENT OF MEETING AGENDA ITEMS**

I move to approve/ament the meeting agenda items for the February 21, 2024 Regular Session Board Meeting, as presented.

**4. APPROVAL OF MINUTES**

**3**

I move to approve the meeting minutes from the January 10, 2024 Regular Session Board Meeting, as presented.

**5. "HIGH-FIVE" STUDENT OF THE MONTH**

**6. GOOD NEWS & SUPERINTENDENT REPORT**

1. 4 Day School Week- Standing Report
2. Grievance/Risk Management Update- Standing Report
3. Winter Conference
4. ESD Budget Meeting
5. Quarterly Certified Union Meeting/ Contract Maintenance Update
6. Summer Building Program Grant/ Camp

**7. PUBLIC COMMENT**

**8. REPORTS**

1. ASB Report
2. FFA Report
3. High School Principal Report
4. Financial Report
5. Athletic Director/ Alternative Education Report

**7**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

1. MOU between Lake District Behavioral Health and LCSD7	
I move to approve the MOU between Lake District Behavioral Health and LCSD7, as presented.	
2. Resolution #3 Classified Employee Appreciation Week	18
I move to approve Resolution #3 Classified Employee Appreciation Week, March 4th- March 8th 2024, as presented.	
3. 2024-2025 Budget Calendar	19
I move to approve the 2024-25 Budget Calendar, as presented.	
4. SIA Annual Report	20
I move to approve the SIA Annual Report and Annual Budget, as presented.	
5. Contract Renewal List 2024-25	26
I move to approve the Contract Renewal List for the 2024-25 school year, as presented.	
<b>11. CONSENT AGENDA</b>	
I move to approve the consent agenda as presented.	
1. Resignations	27
2. Certified Teachers	33
3. Coaches	35
4. Long- Term Subs	40
5. Volunteers	42
6. Avid College Tour_ Field Trip	44
7. OSBA Policy Updates- Second Reading	45
8. EOEMS Conference- Field Trip	89
9. FFA Sectionals_ Field Trip	94
10. Confidential Secretary_Extra Duties	95
<b>12. ANNOUNCEMENTS</b>	
<b>13. NEXT BOARD MEETING AGENDA ITEMS</b>	
1. ASB Report	
2. Financial Report	
3. Grievance/Risk Management Update- Standing Report	
4. 4 Day School Week- Standing Report	
5. Resolution #4 Certified Employee Appreciation Week- Approval	
6. ESD Local Service Plan	
7. 22/23 Audit- For Approval	
8. Elementary Principal Report	
9. Student Services Report	
10. 2023-24 Superintendent Evaluation- For Approval	
<b>14. ADJOURNMENT</b>	
I move we adjourn the meeting.	

BOARD OF DIRECTORS  
LAKE COUNTY SCHOOL DISTRICT 7  
LAKE COUNTY, OREGON

Present: Darwin Johnson, Chair

Amanda O'Bryan, Director (Google Meet Link)

Teresa Shine, Director (Google Meet Link)

Casey Thornton, Director

Scott Havel, Vice-Chair

Michael Carter, Superintendent

Ann Crumrine, Business Manager

Jordan Warner, Confidential Secretary

Ex-Officio: Susan Warner, Hillary Hulseman, Challis Young, Lloyd Hartley, Jennifer Schulze, Dusty Counts,  
Anna Ntasin

Guests: Evan Reese, Stace Andrews, Nate Sawin, Karen & Jim Sedlacek, Matt Baker, Amanda Britten, Tome Cobian,  
Roger Hulseman, Rick Stupak, Samantha Alves, LCE Representative.

**1. Executive Session- 4:30 PM**

1. Representatives of the news media, designated staff and invited guests shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the session as previously announced. No decision may be made in the executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

2. Executive Session is held in accordance with (ORS192.660(2)(b)). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.

The LCSD7 Board of Directors received a complaint regarding discrimination and retaliation. The LCSD7 Board of Directors received a complaint regarding hostile work environment. The LCSD7 Board of Directors received a complaint regarding hiring practices and retaliation.

**2. CALL TO ORDER REGULAR SESSION - 5:30 PM**

1. Pledge of Allegiance to the Flag

2. Board Appreciation Month

Carter read the Board recognition month proclamation after each member of the Board was given their appreciation certificate. He thanked each of them for their service as board members. Students from the schools also made posters that were hung up during the board meeting.

**3. APPROVAL / AMENDMENT OF MEETING AGENDA ITEMS**

Havel moved and Thornton seconded the motion to approve the meeting agenda items for the January 10, 2024 board meeting, as presented. The motion passed unanimously. 0/5

**4. APPROVAL OF MINUTES**

Havel moved and Thornton seconded the motion to approve the meeting minutes from the December 13, 2023 board meeting as presented. The motion passed unanimously. 0/5

**5. GOOD NEWS & SUPERINTENDENT REPORT**

1. 4 Day School Week- Standing Report

Carter stated that there would be an upcoming meeting with both of the Union's to discuss the four day school & work week. Attached to the board book was a rough draft of the elementary school bell schedule, Carter also passed out a rough draft of the high school bell schedule during the meeting. There are still some struggles with transitioning to a four day week that are being worked out such as food service, and hours for bus drivers.

2. Grievance/ Risk Management Update- Standing Report

Carter stated that there is no update on the TSPC complaint, there were three complaints that were addressed in Executive Session that the Board would like to take action on.

Havel moved and Thornton seconded the motion to not move further with the discrimination and retaliation complaint. The motion passed unanimously 0/5.

Havel moved and Shine seconded the motion to have Mr.Carter do a mediation between both parties of the hostile work environment complaint. O'Bryan abstained 1/4.

Thornton moved and Havel seconded the motion to take no further action on the complaint regarding hiring practices and retaliation . The motion passed unanimously 0/5.

3. OSBA Policy Updates (Second Reading on hold per edits)

Carter stated that we are currently waiting on policy edits from Mrs. O'Bryan, so that we can move on to second readings.

4. Mental Health Community Support

Carter stated that with the help of Heidi Martinez from the Wellness Center we will have another person coming in two times a week to help out more with mental health support. At the next board meeting there will be an MOU that the Board will vote on.

6. Union Quarterly Meeting

Carter stated that there would be an upcoming Union Quarterly meeting and he was looking for two board members to attend, O'Bryan and Havel volunteered.

Carter also presented the board with the newly signed ag farm lease it is three years but with notice we can get out of it if we need to. He also stated that there was going to be a superintendents meeting in Paisley on 01/11/2024 but it needed to be rescheduled for a different day to go over budget and ESD services. Lastly Mr.Carter passed around last years year book from the preschool for the board to look at.

7. **PUBLIC COMMENT- No Public Comment**

8. **REPORTS**

1. Financial Report

Crumrine presented the financial report with the month ending 12/31/2023. She stated that local resources such as tax revenue are lower than expected. The per money that we got back and negotiations pretty much made a wash in our budget this year. The districts state school fund ADM was at 813 students which is not what we have in our district that number is actually about 717-720, every student we don't have costs about 10 thousand. Crumrine got that number fixed to our actual student count,since we were being paid for more students the state will be doing an adjustment in May. The ADM report is due on Friday 01/12/2024 with next years enrollment projections. Carter also stated that last year when the budget was built it was not built with 813 students, that number was changed some time during the school year. Havel asked if we are able to change our number? Which Ann has gotten changed and it will be worked out within the next 6 months. Havel also recommended a longer Budget timeline and adopting the budget at the June 2024 meeting. O'Bryan asked if 813 was not our count during adopting the budget how did that number get there? Carter stated it

had to have been changed sometime during the school year, we were getting paid more money and Crumrine was able to figure out why.

2. Elementary Principal Report

Warner stated that enrollment numbers for elementary are staying pretty steady but are still down since Covid. The enrollment for AD Hay & Fremont is 306, and Union is 44 for a total of 350 kids. The Holiday programs for each school turned out great. Currently the elementary gyms are being used heavily for EBL and other sports practices, so they are looking kind of rough. She is hoping that they will be getting spruced up soon. At the elementary level bench mark testing starts at the end of this month, along with a smarter balance training this Friday for staff that testing is not until April. At Union there is a temporary teacher for 5<sup>th</sup> & 6<sup>th</sup> grade and she starts 01/11/2024. Next week students from LHS will be job shadowing down at the elementary school. On January 25<sup>th</sup> the bonus activity for the quarter will be going to the Alger Theater to watch a movie. Lastly Warner invited all Board Members to come visit the elementary schools.

3. Transportation Director Report

Andrews stated that the bus drivers had succesful fall routes even with the districts low bus driver numbers. Currently there are 5 type 20 mini bus drivers and 2 are in training for their CDL. He also stated that a big issue the bus drivers are having is the radios in the busses, Andrews stated that he has a quote for new radios but they are very expensive. There is a repeater that could go on Black Cap that would reach to Valley Falls and Union which would help a great deal with being able to reach those specific drivers. As of January 2025 diesel busses will be coming to an end, the alternative will be propane or electric. That means that 4 busses our district has will no longer be allowed on the road. Andrews also said that in March he will be attending the behind the wheel training in Salem, once completed he will be able to train drivers here. There needs to be two people to provide training one for the driving portion and one for the test. Currently we do not have a permanant second person but Mr. Snoozy from Klamath Falls will be able to help.

4. Food Service Report

Warner reported that there is currently 4.5 FTE who serve 720 kids, at AD Hay & Fremont there is currently 100 breakfast and 220 lunches being served, for the preschool there is 20 breakfast and 25 lunches, at the High School and Middle school there is 200 breakfast and 160 lunches and at Union there is 15 breakfast and 30 lunches being served. There is also 123 backpacks going out each week and the cost of that is about \$863.00 a week. When moving forward to the four day school week this cost will go up because we will be adding another day to the backpacks. Another thing that Warner is looking into for the four day school weeks is a late afternoon snack, this will help keep staff on longer to make up for some lost hours. She also stated that the elementary has an application for community eligiblity program which if approved is a 4 year program that is no cost meals to students who are eligble. This summer the AD Hay school will be doing the second year of summer food program and it is for ages (0-18) it is breakfast and lunch, all food must be consumed on site for this program. Shine asked if the \$863.00 a week is covered by a grant for the backpack program, Warner stated that it is not funded by a grant this is funded by the district.

9. **OLD BUSINESS- No Old Business**

10. **NEW BUSINESS**

1. Superintendent Evaluation Process & Timeline

Havel stated that he thinks we should keep the current evaluation process for this year, Johnson agreed. Carter read the timeline that was presented to the Board for the evaluation. The Board discussed and thought that the first executive session date should be held before our regular session meeting in February. Havel moved and Thornton seconded the motion to approve the 2023-24 Superintendent Evaluation and Executive Session meeting date of February 21,2024, which has been established by the LCSD7 Board of

Directors. The motion passed unanimously. 0/5

2. SIA Grant Agreement

The Board members reviewed the SIA Grant Agreement attached to their board book and motioned to approve the Grant Agreement.

O'Bryan moved and Thornton seconded the motion to approve the SIA Grant Agreement as presented. The motion passed unanimously. 0/5

3. Umpqua Dispute

Carter stated that he is looking for Board approval to move forward with the Umpqua Dispute, he is hoping this will go to a jury trial. If the board choses to move forward it would be for the full amount.

Havel moved and Thornton seconded the motion to authorize the attorneys to move forward with the Umpqua Dispute case, as presented. The motion passed unanimously. 0/5

4. Fellowship of Christian Athletes Club

Sawin gave the Board insight on the Fellowship of Christian Athletes Club, he stated that the club would meet during lunches and it would be a student lead club, with two advisors. His goal is to create a safe place for students to meet.

Johnson moved and Havel seconded the motion to approve the Fellowship of Christian Athletes Club, as presented. The motion passed unanimously. 0/5

5. Early Literacy Grant Application

Carter gave a shout out to Jennifer Schulze and Susan Warner for their hard work on the Early Literacy Grant application. The application was so well filled out that 7 other school districts also used our application. He also stated that this is the first time that he has ever seen all 190 districts turn in a grant application on time. Thornton moved and Havel seconded the motion to approve the Early Literacy Grant Application, as presented. The motion passed unanimously. 0/5

11. **CONSENT AGENDA**

Havel moved and Thornton seconded the motion to approve the consent agenda, as presented. The motion passed unanimously. 0/5

1. Volunteers

2. Resignations

3. 2023-2024 Volunteer Coaches

12. **ANNOUNCEMENTS**

13. **NEXT BOARD MEETING AGENDA ITEMS**

1. ASB Report

2. Financial Report

3. FFA AG Farm Report

4. Grievance/Risk Management Update- Standing Report

5. High School Principal Report

6. Resolution #3 Classified Employee Appreciation Week- approval

14. **ADJOURNMENT**

O'Bryan moved and Thornton seconded the motion to adjourn the meeting at 6:31PM.

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Board Chair

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Superintendent

## Lake County SD 7 General Fund Revenue Overview January 2024

## YTD Local Sources

**\$2,298,237**

83.95% of Budget

## YTD State Sources

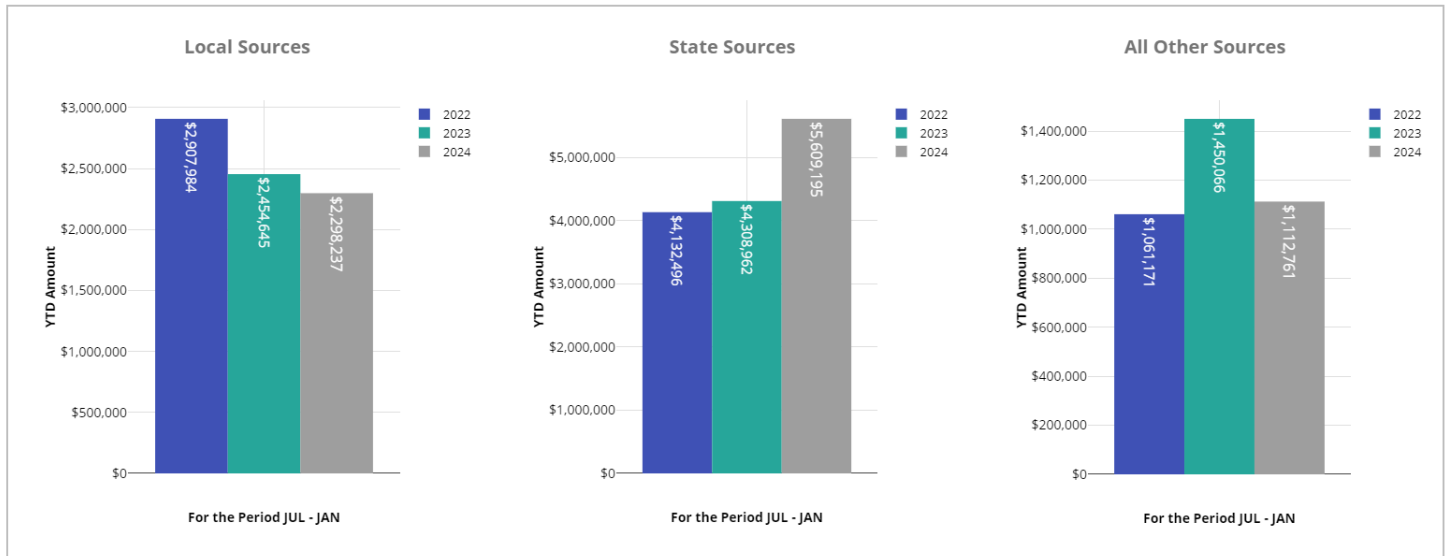
**\$5,609,195**

63.49% of Budget

## YTD All Other Sources

**\$1,112,761**

80.07% of Budget



RESOURCES	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>Operating Revenues</b>				
<b>State School Fund Formula</b>				
Local Revenue	\$2,325,286	\$2,114,799	\$2,465,000	85.79%
Intermediate Revenue	\$0	\$0	\$0	\$0
State Revenue	\$4,308,962	\$5,609,195	\$8,835,000	63.49%
<b>Total State School Fund Formula</b>	<b>\$6,634,248</b>	<b>\$7,723,993</b>	<b>\$11,300,000</b>	<b>68.35%</b>
Local Revenue	\$129,358	\$183,439	\$272,500	67.32%
Intermediate Revenue	\$70,707	\$167,494	\$280,000	59.82%
State Revenue	\$0	\$0	\$0	0.00%
Federal Revenue	\$45,197	\$1,167	\$365,000	0.32%
Other Revenue	\$-83,441	\$0	\$0	0.00%
<b>Total Operating Revenues</b>	<b>\$6,796,069</b>	<b>\$8,076,093</b>	<b>\$12,217,500</b>	<b>66.10%</b>
Beginning Fund Balance	\$1,417,604	\$944,100	\$744,657	126.78%
<b>TOTAL RESOURCES</b>	<b>\$8,213,673</b>	<b>\$9,020,193</b>	<b>\$12,962,157</b>	<b>69.59%</b>

**Revenue Insight:**

General Fund (Source 54XX Removed) YTD revenues totaled \$8,076,093 through January 2024, which is \$1,196,583 or 14.8% more than the amount received last year for this period. The YTD difference is driven by an increase in 3000-3999 State Sources of \$1,300,233, a decrease in 1000-1999 Local Sources of -\$156,407, and an increase in 2000-2999 Intermediate Sources of \$96,787.

	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>General Fund Revenues</b>	\$8,213,673	\$9,020,193	\$12,962,157	69.59%
<b>General Fund Expenses</b>	\$5,466,251	\$5,807,717	\$12,962,157	44.81%
<b>General Fund Balance</b>	<b>\$2,747,422</b>	<b>\$2,405,956</b>	<b>\$0</b>	

## Lake County SD 7

### YTD General Fund Expense Overview

#### January 2024

#### YTD Salaries and Benefits

**\$4,532,883**

47.24% of Budget

#### YTD Purchased Services

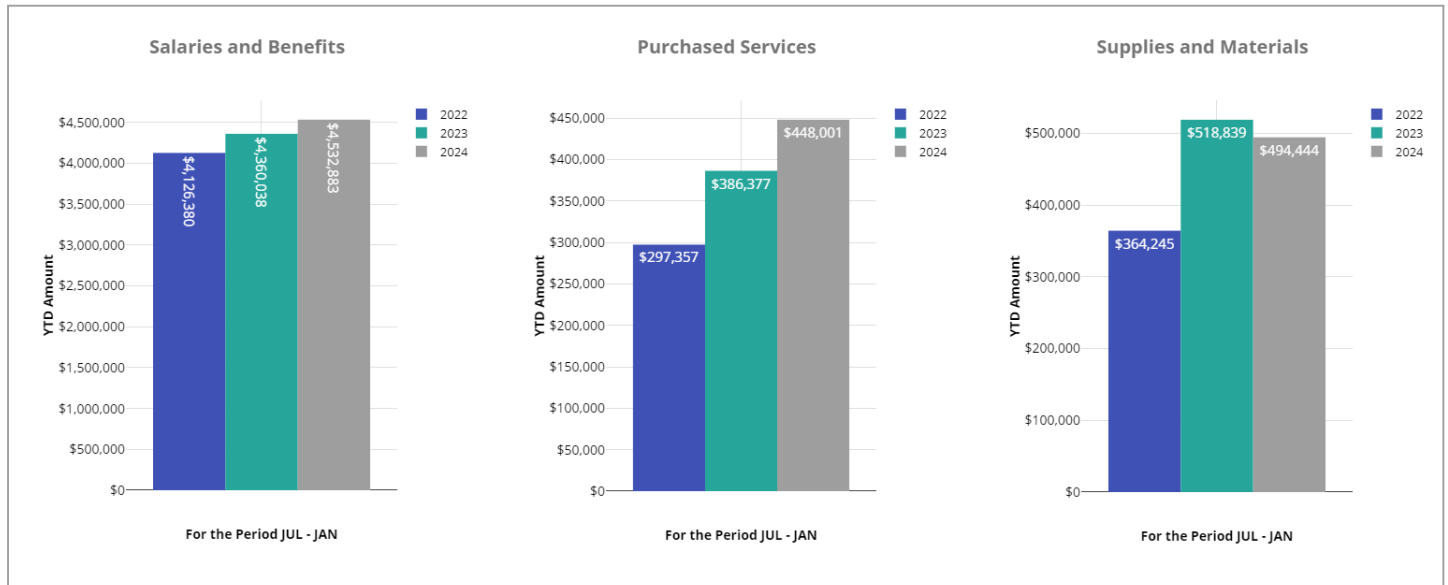
**\$448,001**

58.68% of Budget

#### YTD Supplies & Materials

**\$494,444**

64.45% of Budget



REQUIREMENTS	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>Salaries</b>				
Regular Salaries	\$2,262,415	\$2,452,752	\$4,959,031	49.46%
All Other Salaries	\$146,922	\$106,146	\$250,994	42.29%
<b>Total Salaries</b>	<b>\$2,409,337</b>	<b>\$2,558,898</b>	<b>\$5,210,025</b>	<b>49.11%</b>
<b>Benefits</b>				
Retirement	\$739,196	\$734,010	\$1,803,524	40.70%
Employee Insurance	\$981,018	\$1,027,742	\$2,112,270	48.66%
All Other Benefits	\$230,488	\$212,232	\$470,384	45.12%
<b>Total Benefits</b>	<b>\$1,950,702</b>	<b>\$1,973,984</b>	<b>\$4,386,179</b>	<b>45.00%</b>
<b>Other Expenditures</b>				
Purchased Services	\$386,377	\$448,001	\$763,415	58.68%
Supplies and Materials	\$518,839	\$494,444	\$767,169	64.45%
Capital Outlay	\$-124	\$1,581	\$4,800	32.94%
Other Objects	\$217,559	\$320,483	\$219,490	146.01%
Transfers	\$-16,440	\$10,325	\$975,244	1.06%
<b>Total Operating Expenditures</b>	<b>\$5,466,251</b>	<b>\$5,807,717</b>	<b>\$12,326,322</b>	<b>47.12%</b>
Contingencies	\$0	\$0	\$135,835	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$500,000	0.00%
<b>TOTAL REQUIREMENTS</b>	<b>\$5,466,251</b>	<b>\$5,807,717</b>	<b>\$12,962,157</b>	<b>44.81%</b>

#### Expense Insights:

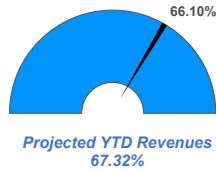
General Fund YTD expenses totaled \$5,807,717 through January 2024, which is \$341,466 or 5.9% more than the amount spent last year for this period. The YTD difference is driven by an increase in 100-199 Salaries of \$149,562, an increase in 600-699 Other Objects of \$102,923, and an increase in 300-399 Purchased Services of \$61,624.



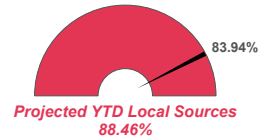
# 100 GENERAL FUND Revenue Dashboard Summary

For the Period Ending January 31, 2024

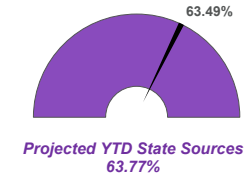
## Actual YTD Revenues



## Actual YTD Local Sources



## Actual YTD State Sources

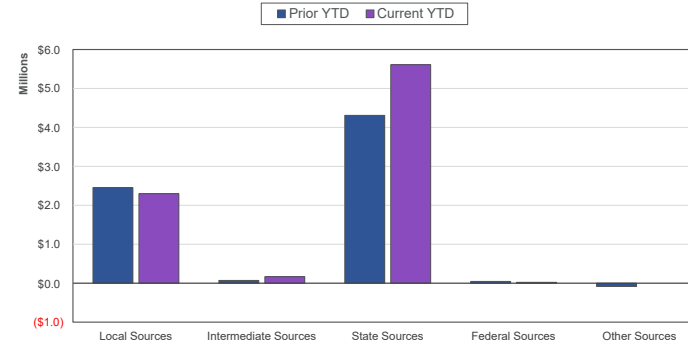


## General Fund Revenues

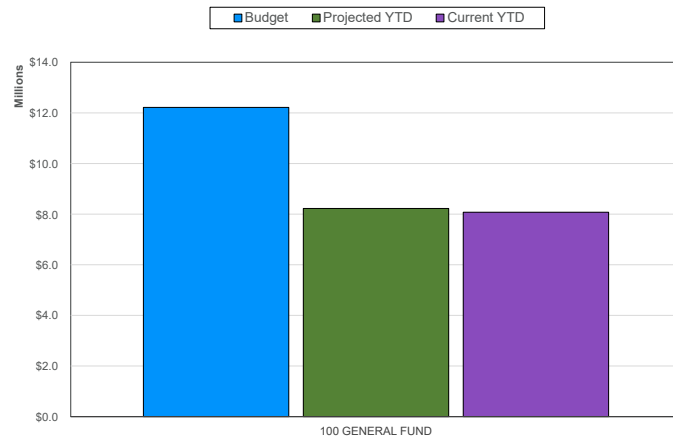
### Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	\$5,609,195
Ad Valorem Taxes Levied By District	\$2,108,990
Resources - Beginning Fund Balance	\$944,100
Unrestricted Revenue	\$102,360
Regular Day School Tuition	\$101,179
Interest On Investments	\$63,951
Restricted Revenue	\$57,500
Miscellaneous	\$10,000
Intermediate I Tax (City And County Income Taxes)	\$7,633
Recovery Of Prior Years Expenditure	\$6,583
Percent of Total Revenues Year-to-Date	99.90%

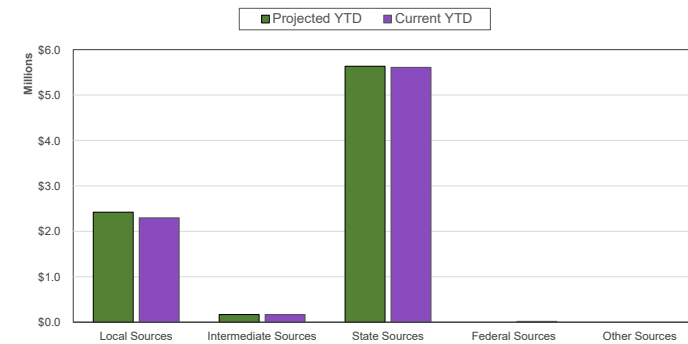
### GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



### Revenues by Fund | Budget / Projected YTD / Current YTD



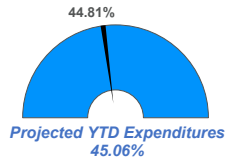
### GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



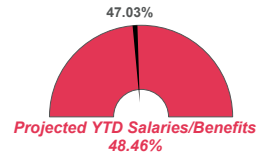
# 100 GENERAL FUND Expense Dashboard Summary

For the Period Ending January 31, 2024

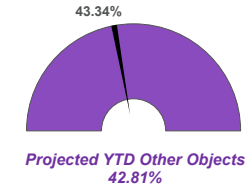
## Actual YTD Expenditures



## Actual YTD Salaries/Benefits



## Actual YTD Other Objects

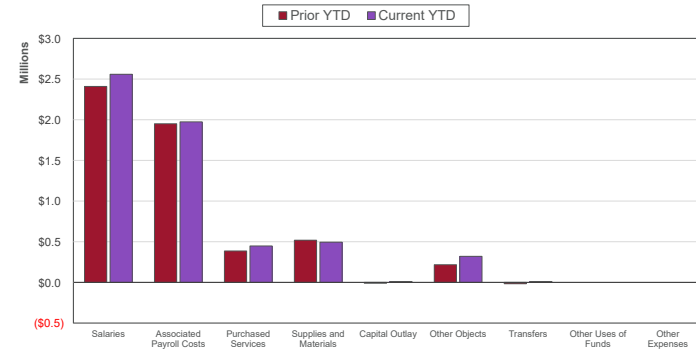


## General Fund Expenditures

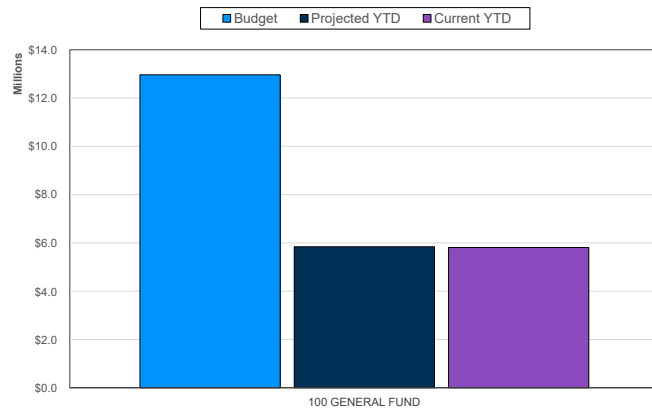
### Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)

Licensed Salary	\$1,118,735
Classified Salary	\$823,683
Health, Life And Ltd Insurance	\$678,222
Administrator Salary	\$353,263
District Paid Tsa	\$349,521
Pers Ual Contribution 1	\$339,183
Consumable Supplies	\$198,164
Social Security	\$191,858
Pers Tier Iii Employer Contribution	\$165,307
Managerial Salary	\$157,071
Percent of Total Expenditures Year-to-Date	75.33%

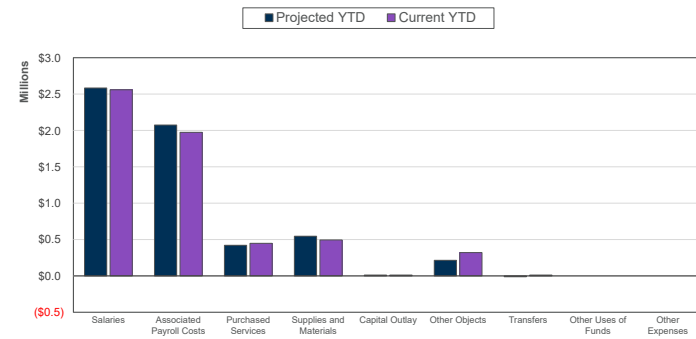
### GENERAL FUND Expenditures by Object | Prior YTD vs. Current YTD



### Expenditures by Fund | Budget / Projected YTD / Current YTD



### GENERAL FUND Expenditures by Object | Projected YTD vs. Current YTD

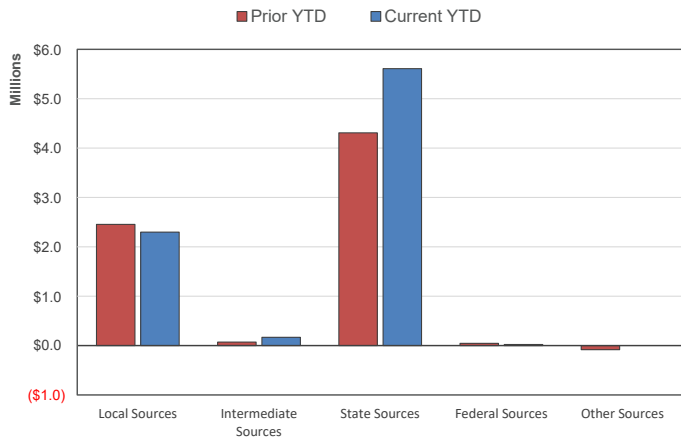


## 100 GENERAL FUND | Financial Summary by Object

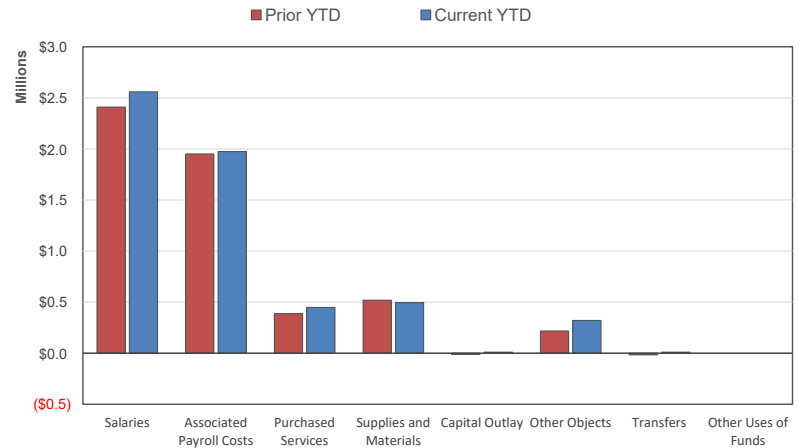
For the Period Ending January 31, 2024

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
<b>Beginning Fund Balance</b>	\$ 1,417,604	\$ 1,417,604		\$ 944,100	\$ 744,657	
<b>REVENUES</b>						
Local Sources	2,454,645	2,823,437	86.94%	2,297,947	2,737,500	83.94%
Intermediate Sources	70,707	327,316	21.60%	167,494	280,000	59.82%
State Sources	4,308,962	7,195,129	59.89%	5,609,195	8,835,000	63.49%
Federal Sources	45,197	452,811	9.98%	1,167	365,000	0.32%
Other Sources	(83,441)	(83,441)	100.00%	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 6,796,069</b>	<b>\$ 10,715,252</b>	<b>63.42%</b>	<b>\$ 8,075,803</b>	<b>\$ 12,217,500</b>	<b>66.10%</b>
<b>EXPENDITURES</b>						
Salaries	\$ 2,409,337	\$ 4,967,629	48.50%	\$ 2,558,898	\$ 5,210,025	49.11%
Associated Payroll Costs	1,950,702	4,012,215	48.62%	1,973,984	4,386,179	45.00%
Purchased Services	386,377	860,486	44.90%	448,001	763,415	58.68%
Supplies and Materials	518,839	678,866	76.43%	494,444	767,169	64.45%
Capital Outlay	(124)	(124)	100.00%	1,581	4,800	32.94%
Other Objects	217,559	200,082	108.73%	320,483	219,490	146.01%
Transfers	(16,440)	469,602	-3.50%	10,325	975,244	1.06%
Other Uses of Funds	-	-		-	635,835	0.00%
Other Expenses	-	-		-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,466,251</b>	<b>\$ 11,188,756</b>	<b>48.85%</b>	<b>\$ 5,807,717</b>	<b>\$ 12,962,157</b>	<b>44.81%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>	<b>\$ (473,504)</b>		<b>\$ 2,268,086</b>	<b>\$ (744,657)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 2,747,423</b>	<b>\$ 944,100</b>		<b>\$ 3,212,187</b>	<b>\$ -</b>	

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD



# 100 GENERAL FUND | Financial Summary by Function & Object

For the Period Ending January 31, 2024

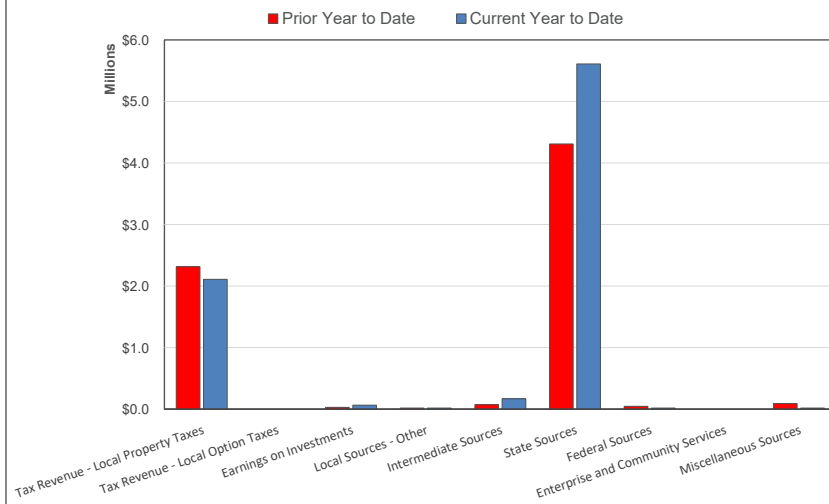
	Prior YTD	Prior Year Total	% of PY Actual to Total	Current YTD	Annual Budget	YTD % of Budget
<b>Beginning Fund Balance</b>	\$ 1,417,604	\$ 1,417,604	\$ 1	\$ 944,100	\$ 744,657	1.27
<b>REVENUES</b>						
Tax Revenue - Local Property Taxes	2,314,427	2,446,101	94.62%	2,108,990	2,445,000	86.26%
Tax Revenue - Local Option Taxes	-	-		-	-	
Earnings on Investments	27,907	64,436	43.31%	63,951	51,500	124.18%
Local Sources - Other	3,564	3,564	100.00%	6,583	15,000	43.89%
Intermediate Sources	70,707	327,316	21.60%	167,494	280,000	59.82%
State Sources	4,308,962	7,195,129	59.89%	5,609,195	8,835,000	63.49%
Federal Sources	45,197	452,811	9.98%	1,167	365,000	0.32%
Enterprise and Community Services	-	-		-	-	
Miscellaneous Sources	89,953	126,754	70.97%	10,000	16,000	62.50%
All Other Sources	(64,648)	99,140	-65.21%	108,424	210,000	51.63%
<b>TOTAL REVENUE</b>	<b>\$ 6,796,069</b>	<b>\$ 10,715,252</b>	<b>63.42%</b>	<b>\$ 8,075,803</b>	<b>\$ 12,217,500</b>	<b>66.10%</b>
<b>EXPENDITURES</b>						
<b>Instruction</b>						
Salaries & Benefits	\$ 2,317,721	\$ 5,300,733	43.72%	\$ 2,298,321	\$ 5,723,026	40.16%
Purchased Services	93,292	115,814	80.55%	33,411	111,860	29.87%
Supplies and Materials	263,393	293,901	89.62%	176,904	344,080	51.41%
Capital Outlay	103	103	100.00%	1,581	4,800	32.94%
Other Objects	10,774	11,318	95.20%	11,250	11,200	100.45%
Transfers	-	-		-	-	
Other Uses of Funds	-	-		-	-	
<b>Total Instruction</b>	<b>\$ 2,685,283</b>	<b>\$ 5,721,870</b>	<b>46.93%</b>	<b>\$ 2,521,467</b>	<b>\$ 6,194,966</b>	<b>40.70%</b>
<b>Support Services</b>						
Salaries & Benefits	\$ 2,042,318	\$ 3,679,110	55.51%	\$ 2,234,562	\$ 3,873,177	57.69%
Purchased Services	293,086	744,672	39.36%	414,590	651,555	63.63%
Supplies and Materials	255,446	384,965	66.36%	317,541	423,089	75.05%
Capital Outlay	(227)	(227)	100.00%	-	-	
Other Objects	206,785	188,765	109.55%	309,232	208,190	148.53%
Transfers	(16,440)	(16,727)	98.28%	10,325	15,500	66.62%
Other Uses of Funds	-	-		-	-	
<b>Total Support Services</b>	<b>\$ 2,780,968</b>	<b>\$ 4,980,558</b>	<b>55.84%</b>	<b>\$ 3,286,250</b>	<b>\$ 5,171,511</b>	<b>63.55%</b>
<b>Enterprise and Community Services</b>						
Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	
Purchased Services	-	-		-	-	
Supplies and Materials	-	-		-	-	
Capital Outlay	-	-		-	-	
Other Objects	-	-		-	-	
Transfers	-	-		-	-	
Other Uses of Funds	-	-		-	-	
<b>Total Enterprise Community Services</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Facilities Acquisition and Construction</b>						
Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	
Purchased Services	-	-		-	-	
Supplies and Materials	-	-		-	-	
Capital Outlay	-	-		-	-	

12

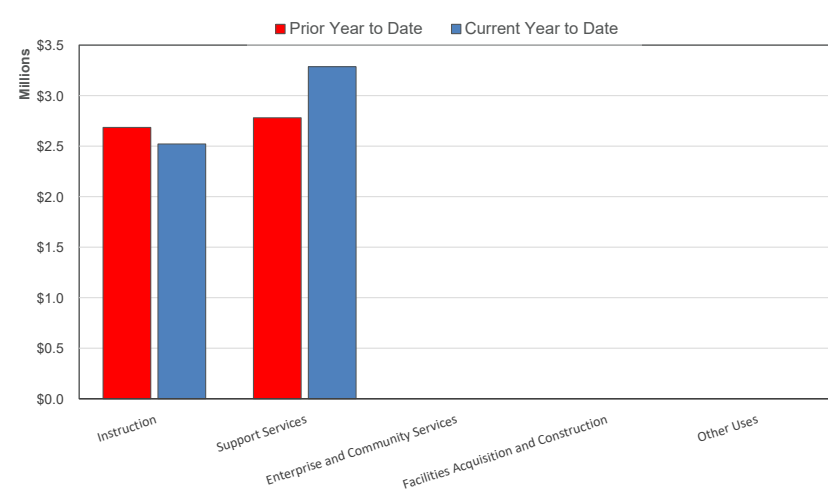
Other Objects	-	-	
Transfers	-	-	
Other Uses of Funds	-	-	
<b>Total Facilities Acq. And Construction</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Other Uses</b>			
Salaries & Benefits	\$ -	\$ -	
Purchased Services	-	-	
Supplies and Materials	-	-	
Capital Outlay	-	-	
Other Objects	-	-	
Transfers	-	486,329	0.00%
Other Uses of Funds	-	-	
<b>Total Other Uses</b>	<b>\$ -</b>	<b>\$ 486,329</b>	<b>0.00%</b>
<b>Total Contingencies</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Unappropriated Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,466,251</b>	<b>\$ 11,188,756</b>	<b>48.85%</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>	<b>\$ (473,504)</b>	
<b>Current Month Ending Fund Balance</b>	<b>\$ 2,747,423</b>		

-	-	
-	-	
-	-	
<b>\$ -</b>	<b>\$ -</b>	
<b>\$ -</b>	<b>\$ -</b>	
-	-	
-	-	
-	-	
-	100	0.00%
-	959,744	0.00%
-	-	
<b>\$ -</b>	<b>\$ 959,844</b>	<b>0.00%</b>
<b>\$ -</b>	<b>\$ 135,835</b>	<b>0.00%</b>
<b>\$ -</b>	<b>\$ 500,000</b>	<b>0.00%</b>
<b>\$ 5,807,717</b>	<b>\$ 12,962,157</b>	<b>44.81%</b>
<b>\$ 2,268,086</b>		
<b>\$ 3,212,187</b>		

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

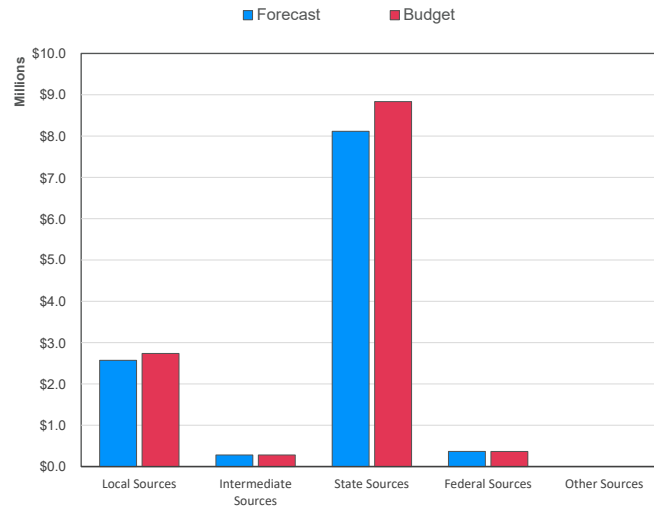


## 100 GENERAL FUND | Financial Projection by Object

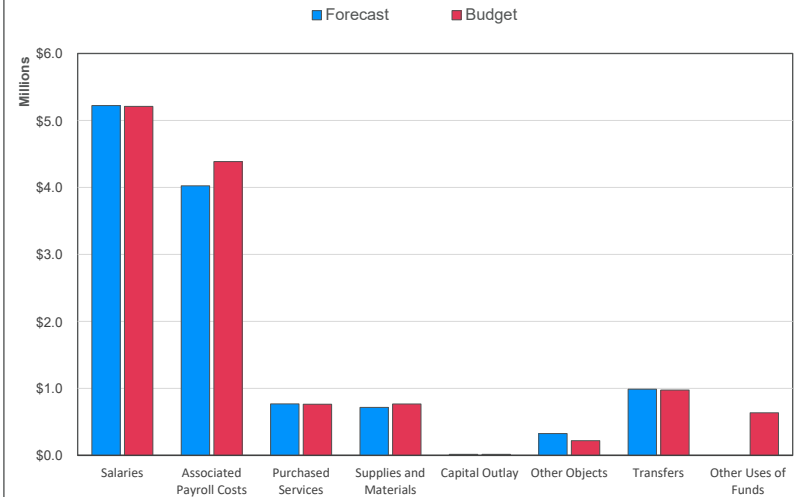
For the Period Ending January 31, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 1,417,604	\$ 944,100	\$ -	\$ 944,100	\$ 744,657	\$ 199,443
<b>REVENUES</b>						
Local Sources	2,454,645	2,297,947	273,548	2,571,496	2,737,500	(166,004)
Intermediate Sources	70,707	167,494	112,506	280,000	280,000	-
State Sources	4,308,962	5,609,195	2,506,209	8,115,404	8,835,000	(719,596)
Federal Sources	45,197	1,167	365,000	366,167	365,000	1,167
Other Sources	(83,441)	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,796,069</b>	<b>\$ 8,075,803</b>	<b>\$ 3,257,263</b>	<b>\$ 11,333,066</b>	<b>\$ 12,217,500</b>	<b>\$ (884,434)</b>
<b>EXPENDITURES</b>						
Salaries	\$ 2,409,337	\$ 2,558,898	\$ 2,663,507	\$ 5,222,405	\$ 5,210,025	\$ (12,380)
Associated Payroll Costs	1,950,702	1,973,984	2,050,503	4,024,487	4,386,179	361,692
Purchased Services	386,377	448,001	320,702	768,703	763,415	(5,288)
Supplies and Materials	518,839	494,444	221,519	715,963	767,169	51,206
Capital Outlay	(124)	1,581	1,125	2,706	4,800	2,094
Other Objects	217,559	320,483	5,139	325,621	219,490	(106,131)
Transfers	(16,440)	10,325	977,705	988,030	975,244	(12,786)
Other Uses of Funds	-	-	-	-	635,835	635,835
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,466,251</b>	<b>\$ 5,807,717</b>	<b>\$ 6,240,199</b>	<b>\$ 12,047,915</b>	<b>\$ 12,962,157</b>	<b>\$ 914,242</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>	<b>\$ 2,268,086</b>	<b>\$ (2,982,935)</b>	<b>\$ (714,849)</b>	<b>\$ (744,657)</b>	
<b>ENDING FUND BALANCE</b>				<b>\$ 229,251</b>		

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

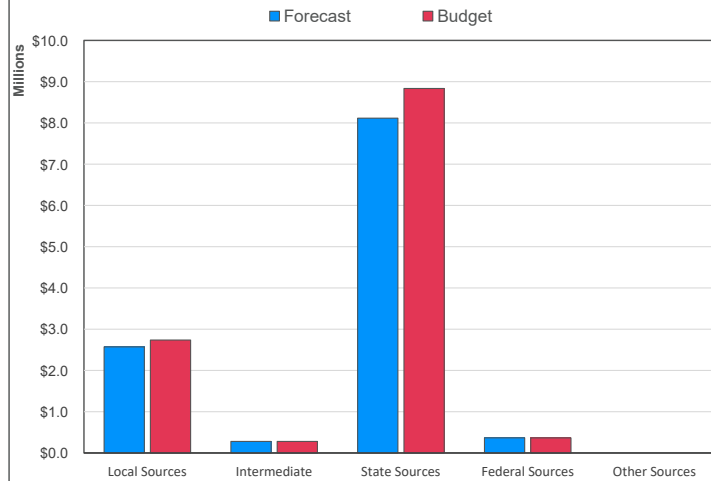


## 100 GENERAL FUND | Financial Projection by Function

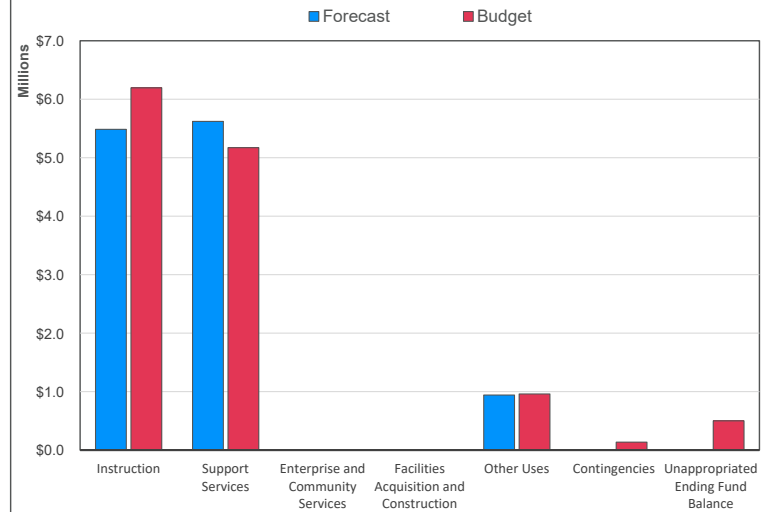
For the Period Ending January 31, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 1,417,604	\$ 944,100	\$ -	\$ 944,100	\$ 744,657	\$ 199,443
<b>REVENUES</b>						
Local Sources	2,454,645	2,297,947	273,548	2,571,496	2,737,500	(166,004)
Intermediate Sources	70,707	167,494	112,506	280,000	280,000	-
State Sources	4,308,962	5,609,195	2,506,209	8,115,404	8,835,000	(719,596)
Federal Sources	45,197	1,167	365,000	366,167	365,000	1,167
Other Sources	(83,441)	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,796,069</b>	<b>\$ 8,075,803</b>	<b>\$ 3,257,263</b>	<b>\$ 11,333,066</b>	<b>\$ 12,217,500</b>	<b>\$ (884,434)</b>
<b>EXPENDITURES</b>						
Instruction	2,685,283	2,521,467	2,963,869	5,485,336	6,194,966	709,630
Support Services	2,780,968	3,286,250	2,334,912	5,621,162	5,171,511	(449,651)
Enterprise and Community Services	-	-	-	-	-	-
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	-	-	941,417	941,417	959,844	18,427
Contingencies	-	-	-	-	135,835	135,835
Unappropriated Ending Fund Balance	-	-	-	-	500,000	500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,466,251</b>	<b>\$ 5,807,717</b>	<b>\$ 6,240,199</b>	<b>\$ 12,047,915</b>	<b>\$ 12,962,157</b>	<b>\$ 914,241</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>	<b>\$ 2,268,086</b>	<b>\$ (2,982,935)</b>	<b>\$ (714,849)</b>	<b>\$ (744,657)</b>	<b>\$ 29,807</b>
<b>Projected Year End Fund Balance</b>				<b>\$ 229,251</b>		

Revenues by Source | Forecast vs. Budget



Expenditures by Function | Forecast vs. Budget

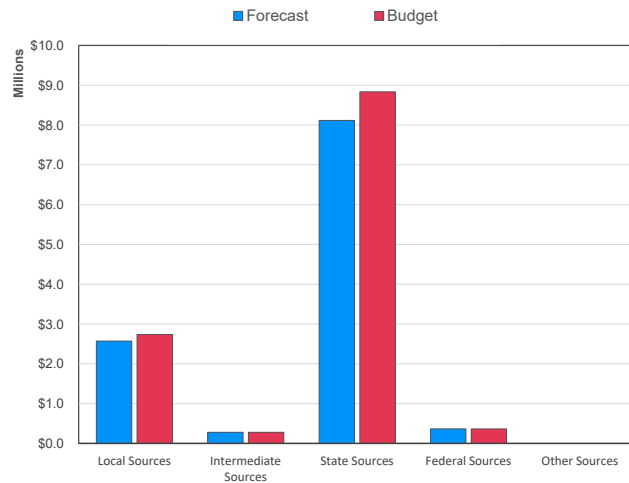


## 100 GENERAL FUND | Financial Projection by Object

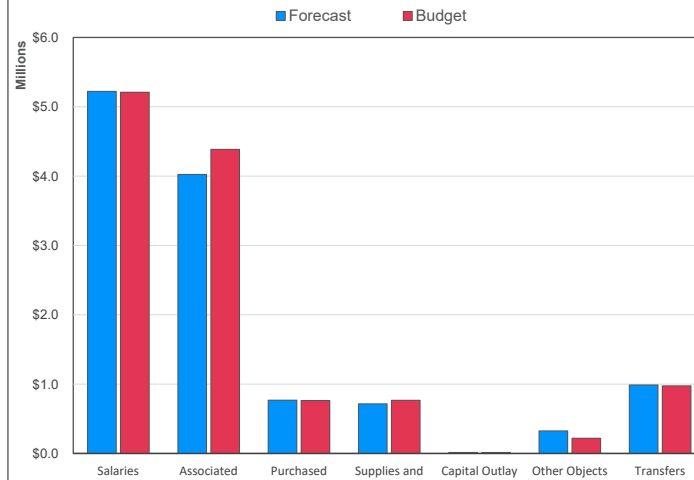
For the Period Ending January 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Annual Forecast	Variance Fav / (Unfav)
<b>RESOURCES</b>						
Operating Revenues						
Local Sources	\$ 2,454,645	\$ 2,737,500	\$ 2,297,947	83.94%	\$ 2,571,496	\$ (166,004)
Intermediate Sources	70,707	280,000	167,494	59.82%	280,000	-
State Sources	4,308,962	8,835,000	5,609,195	63.49%	8,115,404	(719,596)
Federal Sources	45,197	365,000	1,167	0.32%	366,167	1,167
Other Sources	(83,441)	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 6,796,069</b>	<b>\$ 12,217,500</b>	<b>\$ 8,075,803</b>	<b>66.10%</b>	<b>\$ 11,333,066</b>	<b>\$ (884,434)</b>
Beginning Fund Balance	1,417,604	744,657	944,100	126.78%	944,100	199,443
<b>TOTAL RESOURCES</b>	<b>\$ 8,213,673</b>	<b>\$ 12,962,157</b>	<b>\$ 9,019,903</b>	<b>69.59%</b>	<b>\$ 12,277,166</b>	<b>\$ (684,991)</b>
<b>REQUIREMENTS</b>						
Operating Expenditures						
Salaries	\$ 2,409,337	\$ 5,210,025	\$ 2,558,898	49.11%	\$ 5,222,405	\$ (12,380)
Associated Payroll Costs	1,950,702	4,386,179	1,973,984	45.00%	4,024,487	\$ 361,692
Purchased Services	386,377	763,415	448,001	58.68%	768,703	\$ (5,288)
Supplies and Materials	518,839	767,169	494,444	64.45%	715,963	\$ 51,206
Capital Outlay	(124)	4,800	1,581	32.94%	2,706	\$ 2,094
Other Objects	217,559	219,490	320,483	146.01%	325,621	\$ (106,131)
Transfers	(16,440)	975,244	10,325	1.06%	988,030	\$ (12,786)
<b>Total Operating Expenditures</b>	<b>\$ 5,466,251</b>	<b>\$ 12,326,322</b>	<b>\$ 5,807,717</b>	<b>47.12%</b>	<b>\$ 12,047,915</b>	<b>\$ 278,407</b>
Contingencies	-	135,835	-	0.00%	-	135,835
Unappropriated Ending Fund Balance	-	500,000	-	0.00%	-	500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,466,251</b>	<b>\$ 12,962,157</b>	<b>\$ 5,807,717</b>	<b>44.81%</b>	<b>\$ 12,047,915</b>	<b>\$ 914,242</b>
Ending Fund Balance					\$ 229,251	
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>	<b>\$ (108,822)</b>	<b>\$ 2,268,086</b>		<b>\$ (714,849)</b>	<b>\$ (1,162,841)</b>
(Operating Revenue less Operating Expenses)						

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



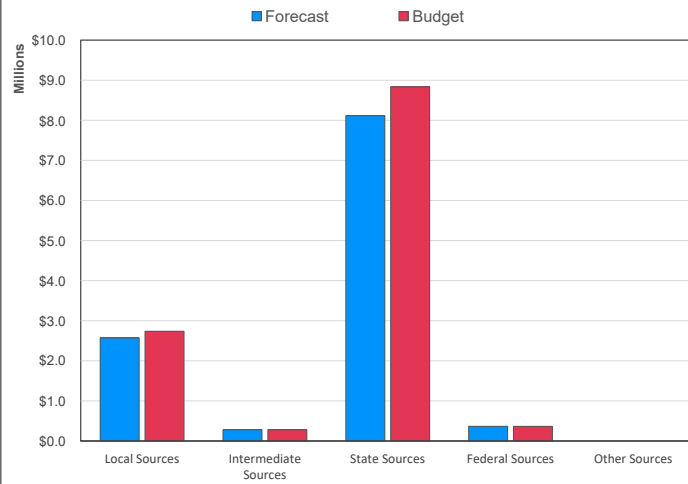


## 100 GENERAL FUND | Financial Projection by Function

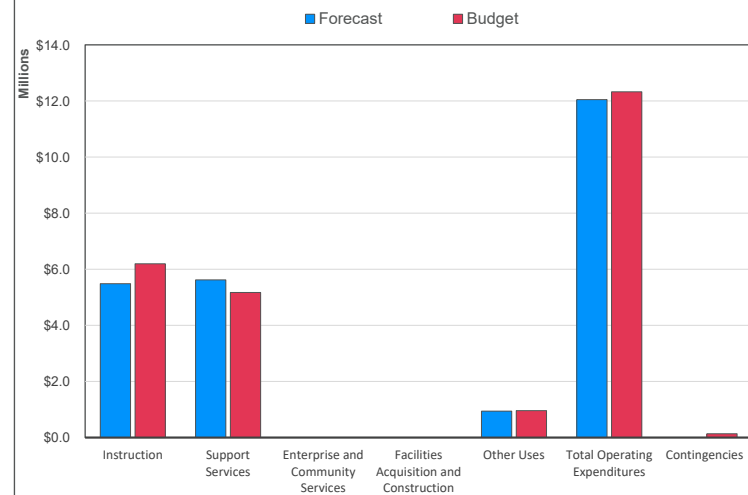
For the Period Ending January 31, 2024

	Prior YTD	Current Year Budget	Current YTD	% of Budget	Annual Forecast	Variance Fav / (Unfav)
<b>RESOURCES</b>						
<b>Operating Revenues</b>						
Local Sources	\$ 2,454,645	\$ 2,737,500	\$ 2,297,947	83.94%	\$ 2,571,496	\$ (166,004)
Intermediate Sources	70,707	280,000	167,494	59.82%	280,000	-
State Sources	4,308,962	8,835,000	5,609,195	63.49%	8,115,404	(719,596)
Federal Sources	45,197	365,000	1,167	0.32%	366,167	1,167
Other Sources	(83,441)	-	-	0.00%	-	-
<b>Total Operating Revenues</b>	<b>\$ 6,796,069</b>	<b>\$ 12,217,500</b>	<b>\$ 8,075,803</b>	<b>66.10%</b>	<b>\$ 11,333,066</b>	<b>\$ (884,434)</b>
<b>Beginning Fund Balance</b>	1,417,604	744,657	944,100	126.78%	944,100	
<b>TOTAL RESOURCES</b>	<b>\$ 8,213,673</b>	<b>\$ 12,962,157</b>	<b>\$ 9,019,903</b>	<b>69.59%</b>	<b>\$ 12,277,166</b>	<b>\$ (684,991)</b>
<b>REQUIREMENTS</b>						
<b>Operating Expenditures</b>						
Instruction	\$ 2,685,283	\$ 6,194,966	\$ 2,521,467	40.70%	\$ 5,485,336	\$ 709,630
Support Services	2,780,968	5,171,511	3,286,250	63.55%	5,621,162	(449,651)
Enterprise and Community Services	-	-	-	0.00%	-	-
Facilities Acquisition and Construction	-	-	-	0.00%	-	-
Other Uses	-	959,844	-	0.00%	941,417	18,427
<b>Total Operating Expenditures</b>	<b>\$ 5,466,251</b>	<b>\$ 12,326,322</b>	<b>\$ 5,807,717</b>	<b>47.12%</b>	<b>\$ 12,047,915</b>	<b>\$ 278,406</b>
Contingencies	-	135,835	-	0.00%	-	135,835
Unappropriated Ending Fund Balance	-	500,000	-	0.00%	-	500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,466,251</b>	<b>\$ 12,962,157</b>	<b>\$ 5,807,717</b>	<b>44.81%</b>	<b>\$ 12,047,915</b>	<b>\$ 635,862</b>
<b>Ending Fund Balance</b>					\$ 229,251	
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>\$ 1,329,819</b>		<b>\$ 2,268,086</b>		<b>\$ (714,849)</b>	

Revenues by Source | Forecast vs. Budget



Expenditures by Function | Forecast vs. Budget



Resolution # 3  
Board Meeting: February 21, 2024

## Classified Employee Appreciation Week Resolution March 4-8, 2024

**WHEREAS**, the education of youth is essential to the future of our community, state, country and world; and

**WHEREAS**, classified employees are the backbone of our public education system; and

**WHEREAS**, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

**WHEREAS**, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

**WHEREAS**, our community depends upon and trusts classified employees to serve students; and

**WHEREAS**, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

**NOW, THEREFORE, BE IT RESOLVED** that the Lake County School District #7 Board of Directors proclaims March 4-8, 2024, to have been **CLASSIFIED EMPLOYEE APPRECIATION WEEK**; and

**BE IT FURTHER RESOLVED** that the Lake County School District #7 Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted this 21<sup>st</sup> day of February, 2024.

Signed:

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Chair, Darwin Johnson - LCSD #7 Board of Directors

Attest:

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R. Michael Carter - Superintendent



# Lake County School District 7

"Preparing Today for a Successful Tomorrow"

01/26/2024

## Budget Calendar for Fiscal Year 2024-2025

Wednesday, April 3, 2024	Publish Notice of Budget Committee Meeting Lake County Examiner and on LCSD#7 website
Wednesday, April 10, 2024	<b>Regular School Board Meeting</b>
Monday, April 29, 2024	<b>Public Budget Committee Meeting - DMS Board Room 5:30pm</b> Elect officers, establish procedures, present budget message, receive public input
Monday, May 6, 2024	<b>Public Budget Committee Meeting - DMS Board Room 5:30pm</b> Receive public input, approve budget and tax rate
Wednesday, May 15, 2024	<b>Regular School Board Meeting</b>
Wednesday, May 29, 2024	Publication of Notice of Budget Hearing and Summaries Lake County Examiner and on LCSD #7 website
Wednesday, June 12, 2024	<b>Public Budget Hearing and Regular School Board Meeting DMS Board Room 5:30pm</b> Receive Public Input on Budget Committee's Approve Budget and tax rate. Approve Resolutions adopting, appropriating, implementing and categorizing taxes
Monday, July 15, 2024	Submit Certification of Tax Rate to Lake County Assessor ED-50 Budget documents to Lake County Clerk, ESD, and ODE
Thursday, August 15, 2024	2024-2025 Budget Upload to ODE

# Annual Reporting - Lake County SD 7



Questions	
1	What changes in behavior, actions, policies or practices have you observed related to SIA implementation during the 2022-23 school year? How do you see these changes contributing to the goals and outcomes in your SIA plan?
2	What barriers or challenges to SIA implementation have you experienced that are helpful for your community and/or state leaders to be aware of? What adjustments, if any, did you make to your SIA plan as a result of these challenges?
3	SIA implementation includes ongoing engagement with all students, focal students, families, staff, and community partners. How have relationships with or between those groups changed and/or been maintained throughout this academic year? Consider the Community Engagement Toolkit <a href="https://www.oregon.gov/ode/StudentSuccess/Documents/69236_ODE_CommunityEngagementToolkit_2021-web[1].pdf">https://www.oregon.gov/ode/StudentSuccess/Documents/69236_ODE_CommunityEngagementToolkit_2021-web[1].pdf</a> and where your efforts might land on the spectrum as you complete your response.
4	As you think about what guided your choices and prioritization efforts in this year of SIA implementation, what stands out? How will what you've learned this year impact future SIA implementation efforts?

## 2022-23 Annual Reporting Response

Trauma informed care was introduced to staff. Hired FTE for behavioral specialists through ESD for k-12. We have seen improved behavioral outcomes in our data sets, decrease in student incidents. Setup high school success room for additional student supports for both social and academic improvement.

Staffing for various certified positions has been difficult, especially with elementary counseling. Personal shortages are always issues for rural districts. Transportation issues, driver availability limits the district's ability to support student extracurricular endeavors and academic enrichment programs. Barriers to technology still exist, in particular internet based connectivity for our rural and impoverished focal groups.

We are continue to reengage our community partners who have been operating in silos or independently from pandemic restrictions. As well as, we are looking to improve parent engagement. Buildings have been looking to improve the welcoming atmosphere so community and parents feel comfortable accessing our various services. We want to improve/increase our volunteer opportunities after the pandemic restrictions to help reengage community members with the schools and need for this comes from community input survey.

Community survey identified two key elements that we addressed and continue to address. The first being accessing curriculum and lessons for academics across the spectrum of student population. In order to provide equity we established Lakeview Virtual Academy serving our k12 population. Second we offered remediation courses for all student groups in order to increase on track student numbers and improve overall on track literacy and math scores. In 22-23 we will be adding or maintain behavior supports that were identified as a strong need in our community survey and with our staff, as we continue to see high need for mental health and emotional supports.

# Activities and Budget 22-23 - Lake County SD 7



Activity Number	Activity	2022-23 (Y2) Budgeted Cost	Total Spent 2022-23	Allowable Use Category	Object Code	FTE
1	<b>Total</b>	<b>\$682,969.84</b>	<b>\$721,980.30</b>			
2	1 Continue with three teachers to reduce class size	\$169,687.80	\$271,673.52	RCS	111	2
3	2 Benefits	\$135,903.48	\$230,998.55	RCS	2xx	
4	3 Opportunities within CTE program and health education	\$123,711.00	\$27,909.51	WRE	111	1
5	4 Benefits	\$104,627.74	\$16,692.55	WRE	2xx	
6	5 Safety in building structions all three facilities	\$0.00	\$47,168.70	H&S	4xx	
7	6 Youth Employment Career Counselor	\$60,973.30	\$70,765.64	WRE	112	1
8	7 Special Education Teacher	\$80,566.52	\$46,071.76	RCS	111	
9	8 Travel for Behavioral Specialist to Union School Strat. 3&4	\$100.00	\$330.12	RCS		
10	9 Travel for Student Success Room Teachers Conference Strat.	\$1,600.00	\$4,029.33	WRE		
11	10 Supplies for Student Success Room Strat. 3&4	\$3,800.00	\$4,340.62	WRE		
12	11 Professional Development	\$2,000.00	\$2,000.00	WRE		
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**LAKE COUNTY SCHOOL DISTRICT #7**  
**TEACHER / ADMINISTRATOR**  
**CONTRACT RENEWAL / NON-RENEWAL FOR SY 2024-25**

**CONTRACT STATUS FOR 2023-24 (PER ORS 342.513)**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 2024-25</b>
Alves	Samantha	Elementary (Union)	
Bauer	DeNae	Secondary Social Studies/Horticulture	
Castro	David	Student Success	
Castro	Stephanie	Student Success	
Counts	Tara	Title IA	
Davis	Susane	Elementary Music	
Hamilton	Amanda	Secondary Health/PE	
Harris	Brandi	Counselor	
Heffington	Makenna	Elementary (Kindergarten)	
Hermann	Joseph	Behavioral Specialist	
Hutchison	Sammeejo	Elementary (6th Grade)	
Lampman	Karmen	Elementary (3rd Grade)	
Lee	Michele	Elementary (Union)	
Lindquist	Julia	Elementary (2nd Grade)	
McDougle	Jackie	Behavioral Specialist	
McNeley	Katie	Elementary (1st Grade)	
Reese	Evan	Sec Tech/ District Tech Coord	
Reese	Kristen	Secondary Science	
Renfrow	Laura	Elementary (4th Grade)	
Shullanberger	Lisa	Secondary Language Arts	
Smith	Shannon	Secondary Mathematics	
Stupak	Richard	Secondary US History/Government	
Tague	Kayla	Elementary (5th Grade)	
Watts	Deborah	Elementary (3rd Grade)	
Whitman	Teresa	Elementary Math Coach	

**ADMINISTRATOR: CONTRACT STATUS**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Counts	Dustin	Elementary Vice-Principal	
Hartley	Lloyd	Human Resources/SpEd Director	
Warner	Susan	Elementary Principal	

**ADMINISTRATOR: YEAR 3 OF 3 YEAR PROBATION**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Schulze	Jennifer	Student Services Director	
Young	Challis	Secondary Vice-Principal	

**TO CONTRACT FROM 3 YEAR PROBATIONARY:**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Alves	Kathleen	CTE Culinary Arts/Ind Living	
Mathews	Toby	Elementary PE	
Rygg	Andrew	Secondary PE/Strengh & Condo	
Stevenson	Kaylie	Secondary Agriculture/FFA	

**PROBATIONARY (ORS 342.513)****YEAR 3 OF 3 YEAR PROBATION:**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Baker	Renee Mary	Secondary Language Arts	
De Leon	Mariah	Secondary Art	
Elliot	Aleah	Elementary (2nd Grade)	
Hamilton	Teona	Secondary Social Studies	
Lightle	William	Elementary (1st Grade)	
Soto	Carlos	Secondary ELD/AVID/Mathematics	
Thames	Danielle	Secondary Special Education	

**PROBATIONARY (ORS 342.513)****YEAR 2 OF 3 YEAR PROBATION:**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Anderson	Zachary	Secondary PE	
Callaghan	John	Secondary Mathematics	
Cantrell	Kayla	Elementary 6th Grade	
Cappe	Jeffrey	Secondary Sports Medicine	
Givens	Ashley	Elementary Special Education	
Hulseman	Roger	Secondary Wood/Welding	
Maxwell	Melissa	Secondary Language Arts	
Mooney	Rachel	Secondary Science	
Randall	Joseph	District Data Reporter	
Sawin	Nathanael	Secondary Mathematics	
Sacht	Ashleigh	Secondary Science	
Squires	Johnathan	Secondary Language Arts	
Villalobos	Jose	Elementary (Kindergarten)	

**ADMINISTRATOR: YEAR 2 OF 3 YEAR PROBATION**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
Ntasin	Anna	Asst Special Education Director	

**NON-RENEWAL:**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>SY 24-25</b>
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1/11/2024

To: Lake County School Board; Superintendent Carter and Susan Warner

Re: Resignation effective June 30, 2024

This is my official notice of my resignation from the Lake County School District effective June 30, 2024. I have enjoyed my time here and learned a great deal, but I am interested in other fields of behavioral work.

I wish to continue to work with the school district to finish my practicum hours, which would be concluded by the end of Spring 2024. I am also actively pursuing other work more related to my degree and interest. If I am able to secure a different position outside of the district, I may move my resignation date up.

Sincerely,

Taylor Johnston

A handwritten signature in black ink, appearing to read "Taylor Johnston", with a stylized, cursive script.

1/22/2024

To Hilary Hulsman, Susan Warner, Michael Carter, and whom it may concern,

Please see this as my formal resignation as the DMS, LHS, and Union music teacher effective Friday, January 26. While I have found this job a pleasure, I am leaving due to personal and medical reasons that will hinder my ability to perform up to the standards that are required of me.

Thank you for the opportunity. I have learned so much from this experience.

Sincerely,

Maria Kaiser

Amanda Hamilton  
911 Linda Lane  
Lakeview, Oregon 97630

January 18, 2024

Dear Andrew Rygg,

I'm writing to inform you of my resignation from the position of high school assistant softball coach to move to the position of high school head softball coach.

Sincerely,

A handwritten signature in blue ink that reads "Amanda Hamilton". The signature is written in a cursive, flowing style.

Amanda Hamilton

2/6/2024

Olivia Perry  
Lakeview High School  
906 South 3rd St.  
Lakeview, OR 97630

RE: Notice of Resignation from Lakeview High School

Dear Hillary Hulseman,

Please accept this letter as resignation from my position as Alternative Education and AVID 9 teacher. My last day of employment will be 3/1/2024.

I am resigning from my position for personal reasons.

I appreciate the opportunities this position has given me, and wish everyone at Lakeview High School much success. I would be happy to meet with you at your convenience to go over the transition process.

I am also still available to chaperone on April 8th for the AVID 9 field trip to Reno. I have this approved by my new employer.

Sincerely,

Olivia Perry  
Alternative Education  
AVID 9

February 6, 2024

Lake County School District #7  
1341 South First Street  
Lakeview OR 97630

To: Superintendent, Mr. Carter; LCSD7 Board of Directors; LCSD7 Administration & Staff

From: Tandalin C. Gerber

Dear Mr. Carter, Board Members, Admin Team, and Staff,

It is with great appreciation and the upmost respect that I submit this formal letter of resignation in regard to my position, Human Resources, from Lake County School District #7, effective February 23, 2024. I have been offered and have accepted a position with Oregon School Boards Association, and will join their team as a Board Development Specialist, serving school boards throughout the State of Oregon.

Although I am looking forward to the new venture I have been granted, it is with a heavy heart that I leave an organization that has become my home and my family. The support, learning curves, and overall encouragement for growth have not gone unnoticed and are things that I will never forget and will always appreciate.

Thank you for every opportunity that has been presented to me, but mostly for the opportunity to serve our students of Lake County. I am truly beyond grateful.

My hope is for this transition to come with ease and I'll do whatever is needed to make this happen.

My sincere gratitude and all my blessings to each of you,



Tandalin C. Gerber

---

**Amanda Wells**

925 S G St  
Lakeview, OR 97630  
(541) 407-0145  
maunder76@gmail.com

February 9, 2024

**Susan Warner**

Principal, A.D. Hay Elementary  
500 S I St  
Lakeview, OR 97630

Dear Mrs. Warner,,

I wish to tender my resignation effective the last day of the 2023-2024 school year, June 11, 2024. It has been a pleasure working with Lakeview School District #7, A.D. Hay and Fremont staff, and the children of Lakeview. I have thoroughly enjoyed my time working here at A.D. Hay school. However, I will be moving out of the area and will no longer be available to teach within the school district.

I appreciate the opportunity you have given me to teach here in Lakeview. If circumstances were different, I would gladly stay on and continue teaching here in the school district.

Thank you for believing in me and affording me this opportunity to shape young minds in this community that we all love.

Sincerely,

A handwritten signature in black ink that reads "Amanda Wells". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Amanda Wells





# Lake County School District No. 7

*"Preparing Today for a Successful Tomorrow"*

## MEMORANDUM OF RECOMMENDATION TO HIRE

Date: January 4, 2024

To: LCSD #7 Board of Directors; Michael Carter, Lake County School District # 7 Superintendent

From: Elementary Interview Committee: Susan Warner, Dusty Counts

Re: Recommendation to hire Heather Watford Hassard for a temporary teaching position in 5<sup>th</sup>/6<sup>th</sup> grade at Union Elementary.

The purpose of this memorandum is to recommend Heather Watford-Hassard for hire as a temporary teacher at Union Elementary from January 9 until June 11, 2024. Ms. Watford-Hassard earned a Bachelor's Degree in Elementary Education from Northern Arizona University and her 10+ years of work history includes teaching middle school science in Arizona. She is currently serving as a volunteer at the Union elementary school with focus on the Math Masters program.

We anticipate her start date to be January 9, 2024.

Salary: Emergency Certified Teacher Salary - \$40,178

Start date: January 9, 2024

Stipend: none

Other special employment conditions: \*\*Benefits

Thank you,

Susan Warner, Fremont/Hay/Union Principal

*Start  
1-5-24  
[Signature]*

**A.D. Hay Elementary \* Fremont Elementary \* Union Elementary**

**500 South I Street**

**Lakeview, Oregon 97630**

**(541) 947 - 2136      Fax (541) 947 - 3535**

**MEMORANDUM**

To: Michael Carter, Lake County School District # 7 Superintendent  
Ann Crumrine, Business Manager,  
Tandalin Gerber, Human Resources

From: Susan Warner, Elementary Principal

Date: February 12, 2024

Re: Maria Kaiser

I am requesting and recommending the hire of Maria Kaiser for the .125 (5 hours per week) FTE teaching position as Union Elementary. This will be a temporary teaching position at a long-term sub rate. The position is temporary so does not offer benefits or mileage reimbursement.

Ms. Kaiser has worked at Union Elementary and would be a good candidate for this position.  
Ms. Kaiser's anticipated start date is February 12, 2024.

AK  
2/12/24  
PWC



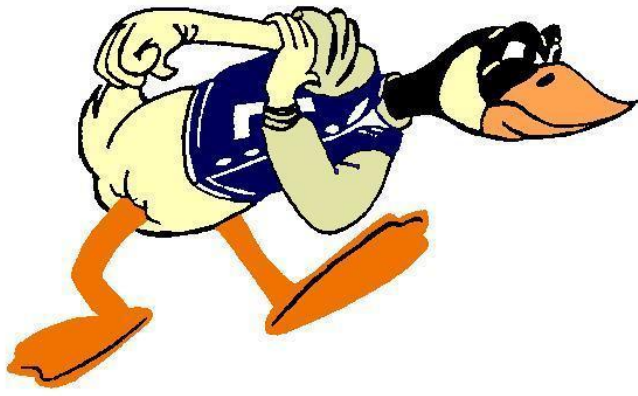
# Memo

**To:** LCSD7 Board of Directors: R. Michael Carter, Superintendent  
**From:** Andy Rygg, LHS/DMS Athletic Director  
**Date:** January 19, 2024  
**Re:** 2023-2024 Head Softball Coach

I am requesting the approval of Amanda Hamilton as Head Softball Coach at Lakeview High School. Amanda has a wide range of coaching and playing experience at Lakeview High School. Amanda attended Lakeview High School and was a multiple sport athlete. She was an assistant coach for the State Champion Lakeview Softball team. She is CRP & First Aid Certified and has completed all needed NFHS training. Amanda is a teacher at LHS/DMS, an active member of our community and comes highly recommended. The interview team felt Amanda had a vision for athletics that aligned well with our goals for the future of athletics at Lakeview High School. The position is pending a background check, and board approval.

Thank you,

Andy Rygg



# Memo

**To:** LCSD7 Board of Directors: R. Michael Carter, Superintendent

**From:** Andy Rygg, LHS/DMS Athletic Director

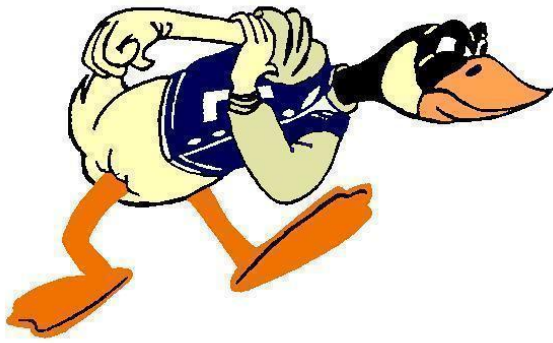
**Date:** February 9, 2024

**Re:** 2023-2024 JV Softball Coach

I am requesting the approval of Jessica Gonzales as JV Softball Coach at Lakeview High School. Jessica has a wide range of coaching and playing experience at Lakeview High School. Jessica attended LHS where she played softball all four years. That passion continued as she went on to coach as a volunteer for the high school team and also several years with our local little league. She currently serves our youth as a juvenile probation officer, is an active member of our community and comes highly recommended. The interview team felt Jessica had a vision for athletics that aligned well with our goals for the future of athletics at Lakeview High School. The position is pending a background check, and board approval.

Thank you,

Andy Rygg



## Lakeview High School

Home of the Fighting Honkers

906 South 3<sup>rd</sup> Street

Lakeview, OR 97630

Phone (541) 947-2287, Fax (541) 947-3601

# Memo

**To:** R. Michael Carter, Superintendent and Board of Directors

**From:** Andy Rygg, LHS/DMS Athletic Director

**Date:** February 8, 2024

**Re:** 2023-2024 Spring Coaches and Volunteers

Please review and approve both volunteers and coaching positions for Spring 2023-2024 school year. Positions are pending volunteer paperwork, background checks, and board approval.

### Coaches

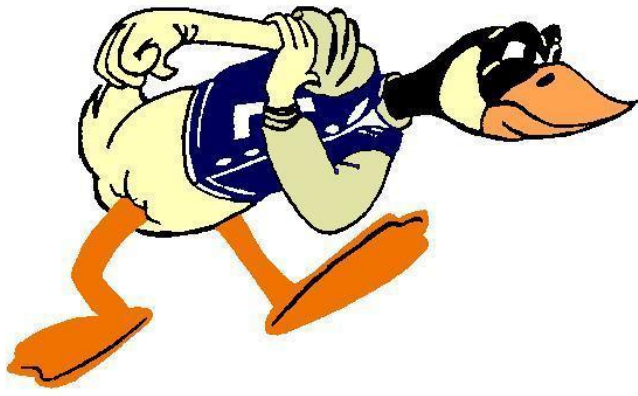
Name	Sport	Position	Status
Sam Tacchini	Baseball	Varsity Head Coach	New
Andy Rygg	Baseball	JV Coach	Renewed
Amanda Hamilton	Softball	Varsity Head Coach	New Hire
Jessica Gonzales	Softball	JV Coach	New Hire
Caleb Howard	Track	Head Coach (Split Stipend)	Renewed
Rick Stupak	Track	Head Coach (Split Stipend)	Renewed
Dani Owens	Track	JV Coach (Split Stipend)	Renewed
Joey Randall	MS Track	Head Coach	New Hire

## Volunteers

Andy Spencer	Baseball/Softball	Volunteer	Renewed
Cara Albertson	Softball	Volunteer	New
Alex Hamilton	Softball	Volunteer	Renewed
Quincey Warner	Softball	Volunteer	New
Luke Roth	Softball	Volunteer	New
Wes Davies	Track	Volunteer	New
Cody Buhrlé	Baseball	Volunteer	New
Alex Conley	Track	Volunteer	New
Joseph Hermann	Track	Volunteer	New
Sammeejo Hutchinson	Track	Volunteer	New

Thank you,

Andy Rygg



# Memo

**To:** LCSD7 Board of Directors: R. Michael Carter, Superintendent

**From:** Andy Rygg, LHS/DMS Athletic Director

**Date:** February 9, 2024

**Re:** 2023-2024 Middle School Track Coach

I am requesting the approval of Joseph Randall as Middle School Track Coach at Daly Middle School. Joseph has a wide range of coaching experience within our community as the middle school boys' basketball coach, and also volunteering with our Pop Warner, MAT Club, and Little League programs. Joseph is a district employee, active community member, and comes highly recommended. The interview team felt Joseph had a vision for athletics that aligned well with our goals for the future of athletics at Lakeview High School/Daly Middle School. The position is pending board approval.

Thank you,

Andy Rygg



# LAKEVIEW HIGH SCHOOL

HOME OF THE FIGHTING HONKERS

906 South 3<sup>rd</sup> Street

Lakeview, OR 97630

Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** Superintendent Michael Carter; Human Resources Director Tandalin Gerber

**From:** Hillary Hulseman, LHS/DMS Principal

**Date:** Thursday, January 25, 2024

**Re:** Recommendation for Hire– Long-Term Sub for our Math Teacher Position

I would like to recommend the hiring of Sandy Hartley as a long-term sub to fill our mid-year vacancy teaching Pre-Calculus and Calculus at Lakeview High School/Daly Middle School beginning on Friday, January 26, 2024.

Sandy has experience working and volunteering in schools for over twenty years. When her kids were young, she was able to volunteer in their classrooms and as they grew, able to work in the same school as they attended. She is well-versed in higher-level math concepts.

We really look forward to having Sandy finish out the school year with us!

Thank you,

HILLARY HULSEMAN





# LAKEVIEW HIGH SCHOOL

HOME OF THE FIGHTING HONKERS

906 South 3<sup>rd</sup> Street

Lakeview, OR 97630

Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** Superintendent Michael Carter; Human Resources Director Tandalin Gerber

**From:** Hillary Hulseman, LHS/DMS Principal

**Date:** Thursday, January 25, 2024

**Re:** Recommendation for Hire- Long-Term Sub for our Music Teacher Position

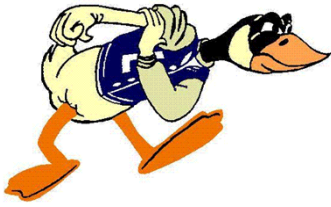
I would like to recommend the hiring of Chad Campbell as a long-term sub to fill our mid-year vacancy teaching Music to both middle school and high school students at Lakeview High School/Daly Middle School beginning on Tuesday, January 30, 2024.

Chad has taken 2 ½ years of college courses, many of which were music classes, and he is currently teaching private music lessons in Lakeview. He also has volunteered in our music classroom this year, specifically working with our students that play the drums.

We really look forward to having Chad finish out the school year with us!

Thank you,

HILLARY HULSEMAN



# Lakeview High School

Home of the Fighting Honkers

906 South 3<sup>rd</sup> Street  
Lakeview, OR 97630  
Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** Superintendent Michael Carter; Administrative Assistant, Jordan Warner

**From:** Hillary Hulseman, Lakeview High School/Daly Middle School Principal

**Date:** January 30, 2024

**Re:** Student Teacher in the Social Studies Classroom

To Whom it May Concern:

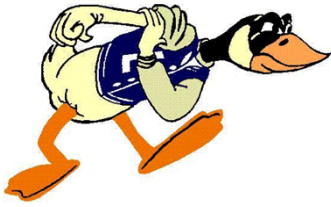
I would like to recommend the following volunteer to complete his student teaching in Mr. Stupak's Social Studies classroom at LHS/DMS for the remainder of the 2023-2024 school year:

- Dewey Ames

I appreciate your consideration.

Thank you,

Hillary Hulseman



# Lakeview High School

Home of the Fighting Honkers

906 South 3<sup>rd</sup> Street  
Lakeview, OR 97630  
Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** Superintendent Michael Carter; Administrative Assistant, Jordan Warner

**From:** Hillary Hulseman, Lakeview High School/Daly Middle School Principal

**Date:** February 5, 2024

**Re:** Volunteer for Ski Team and Field Trips

To Whom it May Concern:

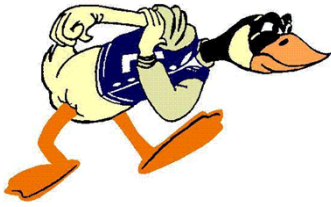
I would like to recommend the following volunteer to chaperone field trips and help out with ski team at LHS/DMS for the remainder of the 2023-2024 school year:

- Scott Hill

I appreciate your consideration.

Thank you,

Hillary Hulseman



# Lakeview High School

Home of the Fighting Honkers

906 South 3<sup>rd</sup> Street  
Lakeview, OR 97630  
Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** LCSD#7 Board of Directors; R. Michael Carter, Superintendent; Hillary Hulseman, Principal

**From:** Kat Alves, LHS AVID 11 Teacher and Teona Hamilton LHS AVID 10 Teacher

**Date:** 2/5/2024

**Re:** AVID College Visit Overnight Field Trip-Request

I am requesting approval for an AVID 10 & 11 overnight field trip to visit colleges and universities that will take place Feb 25th- 28th, 2024. Chaperones on this trip will be Kat Alves, Teona Hamilton and Scott Hill.

We plan on taking students to ten different schools starting in Ontario OR to see Treasure Valley CC. Then head to Boise ID to see Boise State, College of Western Idaho and possibly Aveda Institute. Then, going over to Moscow ID to see University of Idaho and Pullman WA area to visit Washington State University. Then head to Lewiston ID to visit Lewis Clark State College. Then going to Walla Walla, WA to see Walla Walla University and Walla Walla CC and ending in Pendleton, OR to visit Blue Mountain CC.

This is an amazing opportunity for students to see a variety of schools that offer a multitude of programs. This gives our students who may not otherwise be able to visit schools that opportunity. My hope is we might be able to have the students visit particular departments that they are interested in at the bigger universities.

We are thrilled to offer these opportunities to our students, but also look forward to many more events that students will participate in this year.

Thank you,

Kat Alves

# Lake County School District 7

Code: BD/BDA  
Adopted: 8/12/02  
Readopted: 3/14/12; 8/22/16; 12/08/21  
Orig. Code: BD/BDA

## Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening<sup>1</sup> of a quorum of the Board as the district’s governing body to make a decision<sup>2</sup> or to deliberate<sup>3</sup> toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board governing body, i.e., a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings<sup>4</sup>

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>5</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

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<sup>1</sup> “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

<sup>2</sup> “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

<sup>3</sup> “Deliberation” means discussion or communication that is part of a decision-making process.

<sup>4</sup> When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

<sup>5</sup> ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice ~~those with disabilities~~, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they ~~are~~<sup>were</sup> not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property

## 1. Regular, Special and Emergency Meetings

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings (in Board election years (odd numbered years), the first meeting will be held no later than July 31).

Generally, two regular Board meetings will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular meeting will be to conduct regular Board business. Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may ~~also~~ be scheduled if less than a quorum is present at a meeting, ~~or~~ additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

## 2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district

business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such ~~communication. Electronic~~ communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting ~~Electronic communications~~ may contain:

- (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
- (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
- (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

~~b. — Agenda item suggestions;~~

~~c. — Reminders regarding meeting times, dates and places;~~

~~d. — Board meeting agendas or information concerning agenda items;~~

~~e. — One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~

~~f.b.~~ Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.*

### 3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

### 4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

### 5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law (see Board policy BDC - Executive Sessions).

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>6</sup>

#### **{<sup>7</sup>} [Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGE) at least once during the Board member's term of office and shall verify attendance in accordance with OGE procedures.]

END OF POLICY

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**Legal Reference(s):**

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<sup>6</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.

<sup>7</sup> {This is required for Board members in districts with total expenditures for a fiscal year of \$1 million or more. This number will be reviewed by OGE at least once every five years. If the district has total expenditures of less than \$1 million, this language can be kept, but "shall" should be replaced with "is encouraged to."}



Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

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

OR. ATTY. GEN. Public Records and Meetings Manual.

[House Bill 2805](#) (2023).

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

# Lake County School District 7

Code: BDC  
Adopted: 3/08/10  
Revised/Readopted: 10/25/10; 8/22/16; 1/29/20  
Orig. Code: BDC

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

~~An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.~~

An executive session may be included as an agenda item of an existing meeting [in accordance with Board policy BDDC - Board Meeting Agenda] or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.<sup>1</sup> (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer<sup>2</sup>, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

<sup>1</sup> This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

<sup>2</sup> To determine whether the individual involved is considered a public officer, consult with legal counsel.

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To ~~review~~**discuss** matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor ~~student~~**students** or examination of the confidential ~~medical~~**medical** records of a student ~~including that student's educational program~~; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential **except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.**

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S  
[House Bill 2806](#) (2023)

**Cross Reference(s):**

BD/BDA - Board Meetings

BDDG - Minutes of Board Meetings

CBG - Evaluation of the Superintendent

# Lake County School District 7

Code: EFA  
Adopted: 3/10/08  
Revised/Readopted: 11/14/11; 12/14/15; 6/26/17;  
8/09/17; 11/16/22  
Orig. Code: EFA

## Local Wellness

The district 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 superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts 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 district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

### POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

#### Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

1. Implementation will consist of, but not be limited to, the following: 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 superintendent and principal(s) to be responsible for ensuring each school meets the goals outlined and complies with this policy.

## **Notification of Policy**

The district 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 district 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 district will publicize the name and contact information of the district or 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 district's website and in district communications.

## **Triennial Progress Assessments**

At least once every three years, the district 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 schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

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

## **Community Involvement, Outreach and Communications (Review of, and Updating Policy)**

The district 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 district 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.

## **Wellness Advisory Committee**

The district supports a wellness advisory committee to assist the development, implementation, and periodic review and update of the local wellness policy. The superintendent or designee will be a member of this committee.

The district will publicize information about the wellness advisory committee in community news, in communications to parents, and/or on websites operated by the district to communicate to parents, students and the community at large to explain the committee's purpose, process and an invitation to volunteer.

1. The wellness advisory committee membership will include, to the extent possible, but not be limited to:
  - a. Parents, caregivers and students;
  - b. Representatives of the school nutrition program (e.g., school nutrition director);
  - c. Physical education and/or health education teachers;

- d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);
  - e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);
  - f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);
  - g. Board members;
  - h. Supplemental Nutrition Assistance Program (SNAP) education coordinators;
  - i. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and
  - j. Members of the general public.
2. The committee, appointed by the superintendent or designee, will meet to organize and vote on a committee chair and a secretary prior to or at the beginning of the school year. The chair and secretary will serve for one year minimum and may be reappointed.
  3. The wellness advisory committee will meet four times per year to review of the local wellness policy.
  4. The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.

The district will create building-level committees to establish school-specific goals and activities that implement this policy. A school coordinator will be designated to support compliance with this 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.

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 district'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 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. Families are invited to attend exhibitions of student nutrition projects or health fairs;
4. Physical activity is a planned part of all school-community events.

### **School Meals**

The district'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 principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District 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 district will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

The district 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 Standards<sup>1</sup>. 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.

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<sup>1</sup> Oregon Department of Education, [Oregon Smart Snack Standards](#)



## **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.

## **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.

## **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 district 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 pre-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 pre-kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 6 shall participate for a least 150 minutes during each school week, and students in grades 7 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. Physical activity is a planned part of all school-community events;

9. Materials promoting physical activity are sent home with students and published on the district website.

### **Other Activities that Promote Student Wellness**

The district will integrate wellness activities throughout the entire school environment (districtwide). The district 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 and objectives promoting student well-being, optimal development and strong educational outcomes.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 327.531](#)  
[ORS 327.537](#)  
[ORS 329.496](#)  
[ORS 332.107](#)

[ORS 336.423](#)  
  
[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)

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

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).  
National School Lunch Program, 7 C.F.R. Part 210 (2022).  
School Breakfast Program, 7 C.F.R. Part 220 (2022).  
[House Bill 3199](#) (2023).

#### **Cross Reference(s):**

EFAA - District Nutrition and Food Services

# Lake County School District 7

Code: GCBDA/GDBDA-AR(1)  
Revised/Reviewed:

## Family Leave \* (Version 2)

{Highly recommended administrative regulation (AR). The law does not require districts to have this information in an AR, but the district is required to follow the law. Having an AR in place can assist with compliance. This AR is intended for districts with 50 or more employees. If the district has between 25 and 50 employees, use version 2 of GCBDA/GDBDA-AR(1) - Family Leave \*. If the district does not have 25 employees, the district should not use this AR.}

### Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.<sup>1</sup> For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week.

An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the district, irrespective of any reason:
  - a. Is eligible to take leave OFLA at the time the employee separates; and
  - b. Is reemployed by the district within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:

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<sup>1</sup> The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

- a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
- b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

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

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify leave in the same leave year;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave;
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason;
4. An employee unable to work because of a disabling compensable injury<sup>2</sup> need not requalify in order to use OFLA leave following a period the employee is off work due to the compensable injury; and
5. An employee who has taken serious health condition leave to care for a family member who dies during the employee's serious health condition need not requalify to take leave for the death of that family member.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, the district must consider days, paid or unpaid, an employee is maintained on payroll. Full-time public school teachers who have been maintained on payroll by the district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

### **Qualifying Reason**

Eligible employees may access FMLA leave for the following reasons:

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<sup>2</sup> As defined in ORS 656.005.

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care<sup>3</sup> or continuing treatment by a health care provider<sup>4</sup>.
2. Parental leave<sup>5</sup> (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care<sup>{6}</sup> under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, child or next-of-kin who is a covered servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, child or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. Serious health condition means:
  - a. An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
  - b. An illness, disease or condition that in the medical judgement of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
  - c. Any period of disability due to pregnancy, or period of absence for prenatal care; or
  - d. Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.<sup>7</sup>
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):

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<sup>3</sup> Inpatient care means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. 29 CFR 825.114.

<sup>4</sup> Continuing treatment includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR 815.115.

<sup>5</sup> Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

<sup>6</sup> {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this AR.}

<sup>7</sup> This definition is from ORS 659A.150(7). A more detailed definition is available in OAR 839-009-0210(22).

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- a. Bonding with and the care for the employee's newborn (within 12 months following birth);
  - b. Bonding with and the care for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
  - c. Care for a newly adopted child or newly placed child in foster care over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
- R
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed<sup>8</sup> in conjunction with a statewide public health emergency declared by a public health official.<sup>9</sup>
  4. Bereavement Leave: leave related to the death of a covered family member.<sup>10</sup>
  5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
  6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same leave year may be reconfirmed at the start of each qualified leave requested.

## Definitions

1. Family member:
  - a. For the purposes of FMLA, "family member" means:
    - (1) Spouse<sup>11</sup>;
    - (2) Parent;
    - (3) Child; or
    - (4) Persons who are "in loco parentis".
  - b. For the purposes of OFLA, "family member" means:
    - (1) Spouse or domestic partner;

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<sup>8</sup> "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

<sup>9</sup> The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

<sup>10</sup> Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

<sup>11</sup> "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

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- (2) Child or the child's spouse or domestic partner;
- (3) Parent or the parent's spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
- (5) Grandparent or the grandparent's spouse or domestic partner;
- (6) Grandchild or the grandchild's spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.<sup>12</sup>

2. Child:

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- a. For the purposes of FMLA, "child" means a biological or adopted child, a child in foster care, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
- c. For the purposes of OFLA, "child" means a biological or adopted child, a child in foster care or stepchild of the employee, the child of the employee's domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA, "next of kin" means the nearest blood relative other than the servicemember's spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

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<sup>12</sup> "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- a. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- b. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- c. The expectation to provide care because of the relationship or the prior provision of care;
- d. Cohabitation and its duration and purpose;
- e. Geographic proximity; and
- f. Any other factor that demonstrates the existence of a family-like relationship.

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a public health emergency means:

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

## Leave Period

For the purposes of calculating an employee’s leave period, the district will use [the calendar year] [any fixed 12-month “leave year”] [the 12-month period measured forward from the date the employee’s leave begins] [a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave][a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences]{<sup>13</sup>}. The same method for calculating the one-year period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

## Leave Duration

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<sup>13</sup> Beginning July 1, 2024, districts are required to use the final bracketed option for OFLA purposes. See SB 999 (2023). Prior to making a change to the leave period calculation, 60 days’ notice must be provided to employees. FMLA continues to measure the leave year as 12 months, which could result in slight differences for some employees.}



For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period<sup>14</sup>. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the designated leave period. However, an employee may be entitled to an additional, full 12 weeks of parental leave during the designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee has taken prior to the birth of such child during the designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA.<sup>15</sup> Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.<sup>16</sup>

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12<sup>17</sup>. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek<sup>18</sup>. If an employee takes

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<sup>14</sup> An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

<sup>15</sup> Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

<sup>16</sup> Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

<sup>17</sup> For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

<sup>18</sup> For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

## **Intermittent Leave**

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(30)(a).

When an exempt employee is eligible for OFLA but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

## **Alternate Work Assignment**

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

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on intermittent OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the applicable protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position to accommodate the employee's serious health condition, and as a result the employee works fewer hours than the employee was working in the original position, the employee's OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

### **Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

## 2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
  - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee would return to work during the three-week period before the end of the term.
  - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain on leave until the end of the school year, provided:
    - (a) The leave will last at least three weeks; and
    - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
  - (1) The leave will last more than two weeks; and
  - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

## **Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with OFLA and FMLA when taken for the same purpose. Subject to any related provisions in any applicable collective bargaining agreement [an employee may elect to use any available accrued paid leave including personal and sick leave, or available accrued vacation leave during the leave period.]{<sup>19</sup>} This includes when an employee is being paid through PMFLI. The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

## **Benefits and Insurance**

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.<sup>20</sup> The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

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

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<sup>19</sup> {Coordinate with any language regarding use of accrued leave during PMFLI from GDBDF/GDBDF or any equivalent plan information.}

<sup>20</sup> See also ORS 342.934(4)(d) in reduction force situations.

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

### **Application**

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

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

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.<sup>21</sup>

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<sup>21</sup> See OAR 839-009-0250(4)(c).

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

## **Medical Certification**

The district may require an eligible employee to provide medical documentation, when appropriate<sup>22</sup>, to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Any additional certifications, including second and third opinions, will be in accordance with applicable law.

## **Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite that is accessible to and regularly frequented by employees.<sup>23</sup> The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.<sup>24</sup>

## **Record Keeping**

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

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

## **Federal vs. State Law**

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

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<sup>22</sup> Medical documentation is not allowed in every situation. Review current laws and guidance for more information.

<sup>23</sup> [https://www.oregon.gov/boli/employers/Documents/BOLI\\_Printable\\_FamilyMedLv.pdf](https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf); electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

<sup>24</sup> <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

# Lake County School District 7

Code:  
Adopted:

GCBDF/GDBDF

## Paid Family Medical Leave Insurance \* (Version 1)

{Highly recommended policy. This version is designed for districts who are participating in Paid Leave Oregon (PLO). If the district is using an approved equivalent plan, the district should not adopt this version or use the accompanying administrative regulation: this includes simply replacing “the Department” with the entity administering your equivalent plan. If the district is using an equivalent plan, the district should work with the provider to communicate with staff. Contributions for PLO began on January 1, 2023 with benefits available starting September 3, 2023. Many districts are bargaining aspects of this leave: policy language should not conflict with language in collective bargaining agreements.}

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon (PLO)<sup>1</sup>. This includes submitting employee and employer contributions to the Employment Department (“Department”) as required by state law.<sup>2</sup> The district does not administer PFMLI or PLO. All applications and related questions should be directed to the Department.

### Definitions

1. “Family leave” means leave from work taken by a covered individual:
  - a. To care for and bond with a child during the first year after the child’s birth or during the first year after the placement of the child through foster care or adoption; or
  - b. To care for a family member with a serious health condition.
2. “Family leave” does not mean:
  - a. Leave described in Oregon Revised Statute (ORS) 659A.159 (1)(d) (non-serious health condition of child or school or child care provider closure due to public health emergency);
  - b. Leave described in ORS 659A.159 (1)(e) (death of a family member); or
  - c. Leave authorized under ORS 659A.093 (leave for spouses of members of the military upon deployment or call to active duty).
3. “Family member” means:
  - a. The spouse of a covered individual;
  - b. A child of a covered individual or the child’s spouse or domestic partner;
  - c. A parent of a covered individual or the parent’s spouse or domestic partner;
  - d. A sibling or stepsibling of a covered individual or the sibling’s or stepsibling’s spouse or domestic partner;

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<sup>1</sup> Paid Leave Oregon is the program developed by the Oregon Department of Employment to administer Paid Family and Medical Leave Insurance.

<sup>2</sup> The overall contribution will be determined by the Department director, and is initially set at 1 percent (up to \$132,900). *{For districts with 25 or more employees:}* The employer contribution is 40 percent and the employee contribution is 60 percent of this amount.] *{For districts with fewer than 25 employees:}* The employee contribution is 60 percent of this amount and the employer contribution is waived.] The amount will be set annually by November 15. See ORS 657B.150. *{Districts may agree to pay the employee contribution, see any applicable employment agreements.}*



- e. A grandparent of a covered individual or the grandparent's spouse or domestic partner;
  - f. A grandchild of a covered individual or the grandchild's spouse or domestic partner;
  - g. The domestic partner of a covered individual; or
  - h. Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.
4. "Medical leave" means leave from work taken by a covered individual that is made necessary by the individual's own serious health condition.
  5. "Safe leave" means leave related to domestic violence, harassment, sexual assault, stalking and relocation for health and safety reasons as provided in ORS 659A.272.
  6. "Serious health condition" means an illness, injury, impairment, or physical or mental condition of a claimant or their family member that:
    - a. Requires inpatient care in a medical care facility such as, but not limited to, a hospital, hospice, or residential facility such as, but not limited to, a nursing home or inpatient substance abuse treatment center;
    - b. In the medical judgment of the treating health care provider poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
    - c. Requires constant or continuing care, including home care administered by a health care professional;
    - d. Involves a period of incapacity. "Incapacity" is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days. A period of incapacity includes any subsequent required treatment or recovery period relating to the same condition. The incapacity must involve one of the following:
      - (1) Two or more treatments by a health care provider; or
      - (2) One treatment plus a regimen of continuing care.
    - e. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as, but not limited to, asthma, diabetes, or epilepsy;
    - f. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as, but not limited to, Alzheimer's Disease, a severe stroke, or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
    - g. Involves multiple treatments for restorative surgery or for a condition such as, but not limited to, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three calendar days;
    - h. Involves any period of disability due to pregnancy, childbirth, miscarriage or stillbirth, or period of absence for prenatal care; or
    - i. Involves any period of absence from work for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

## Eligibility

1. To be eligible for PLO benefits, an individual must:

- a. Be an employee of the district<sup>3</sup>;
- b. Earn at least \$1,000 in the base or alternate base year<sup>4</sup>;
- c. Contribute to the PLO in accordance with state law;
- d. Experience an event qualifying the employee for:
  - (1) Family leave;
  - (2) Medical leave; or
  - (3) Safe leave.
- e. Submit an application to Department;
- f. Have not exceeded maximum paid leave for the year; and
- g. Have no current disqualifications<sup>5</sup>.

## Leave

PLO can be used for family leave, medical leave or safe leave. Up to 12 weeks of paid leave can be taken per benefit year.<sup>6</sup> Leave can be taken in one-day increments and can be consecutive or nonconsecutive.

Any family leave or medical leave taken under PLO must be taken concurrently with any leave taken by an eligible employee under ORS 659A.150 - 659A.186 (OFLA) or under the federal Family and Medical Leave Act of 1993 (P.L. 103-3, FMLA) for the same purposes.

The district will maintain an employee's existing health benefits while the employee is using leave. The employee will be required to pay the employee's contribution to premiums.

END OF POLICY

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## Legal Reference(s):

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<sup>3</sup> PFMLI is a state-wide benefit, and not unique to the district. An eligible individual does not need to be an employee of the district in order to be eligible for PFMLI, but this policy only applies to employees of the district.

<sup>4</sup> Pay could come from another Oregon employer.

<sup>5</sup> Disqualifications may include eligibility for Workers' Compensation or Unemployment or determination of a willful false statement or failure to report a material fact in order to obtain benefits. See OAR 471-070-1010(1)(h).

<sup>6</sup> In some pregnancy-related situations, employees may be able to take two additional weeks, for a total for 14 weeks.

PROPOSED

# Lake County School District 7

Code:  
Adopted:

GCBDF/GDBDF

## **Paid Family Medical Leave Insurance \*** (Version 2)

{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan [has been approved] by the Employment Department.<sup>{1}</sup> The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>2</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>3</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

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**Legal Reference(s):**

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<sup>{1}</sup> Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

<sup>2</sup> For poster requirements, see OAR 471-070-2330.

<sup>3</sup> By hand delivery, regular mail, or through an electronic delivery method.

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# Lake County School District 7

Code: GCBDF/GDBDF-AR  
Revised/Reviewed:

## Paid Family Medical Leave Insurance (PFMLI)

{Highly recommended administrative regulation (AR). This AR is for use only with Version 1 of policy GCBDF/GDBDF - Paid Family Medical Leave Insurance \* and is not intended to be used with an equivalent plan. OSBA does not recommend simply replacing "Employment Department" with the name of the entity administering an equivalent plan.}

### Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department ("Department").<sup>1</sup> Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.<sup>2</sup> The Department may require verification from the employee.<sup>3</sup> The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.<sup>4</sup> The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.410 and Oregon Administrative Rule (OAR) 471-070-8005.

### Employee Notice to District

If the leave is foreseeable<sup>5</sup>, the employee must provide the district with written notice<sup>6</sup> at least 30 calendar days prior to the leave.<sup>{7}</sup> If the leave is not foreseeable<sup>8</sup> the employee must give oral notice to the district

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<sup>1</sup> For application requirements see Oregon Administrative Regulation (OAR) 471-070-1100. Applications can be submitted at <https://frances.oregon.gov/>.

<sup>2</sup> Exceptions may be granted when the applicant can demonstrate good cause for late submission.

<sup>3</sup> See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

<sup>4</sup> The benefit may be less than the employee's salary. See ORS 657B.050.

<sup>5</sup> Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310.

<sup>6</sup> Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

<sup>7</sup> {OAR 471-017-1310(6) states "An employer that requires eligible employees to provide a written notice before the eligible employee commences leave, must outline the requirements in the employer's written policy and procedures."}

<sup>8</sup> Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.<sup>9</sup> The district requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the district as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.<sup>{10}</sup> Notice may be provided by another party on behalf of the employee in accordance with state law.

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(10).

### **Concurrent Use of District-Provided Paid Leave<sup>{11}</sup>**

The district [allows<sup>{12}</sup>] employees to use all or a portion of employer-provided paid leave in addition to receiving PLO benefits. [Example:

An employee applies and is approved for PLO for a personal serious medical condition, which also qualifies for OFLA leave. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will be allowed to use available district-provided paid leave (sick, vacation or otherwise) for days that PLO is received. Because of the overlap with OFLA leave, the employee will be able to choose how much other paid leave to use (which may result in the employee receiving more than 100 percent of their typical salary).]

### **Return to Work**

Upon completion of leave, the employee is entitled to return to the position held in the district prior to the leave, if that position still exists and if the employee had been employed in the district for 90 days prior to

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<sup>9</sup> An eligible employee who takes safe leave shall give the employer reasonable advance notice of the individual's intention to take safe leave, unless giving the advance notice is not feasible. If other leave also applies (OFLA, FMLA, etc.), notice requirements for those types of leave may also apply.

<sup>10</sup> {A district requiring written notice must outline the requirements in policy and procedures. A copy of the written policy and procedure must be provided to all eligible employees at the time of hire and each time the policy and procedure changes and in the language that the employer typically uses to communicate with the employee.}

<sup>11</sup> {Consider any bargaining requirements prior to adopting this language.}

<sup>12</sup> {See Oregon [Bureau of Labor and Industries opinion letter](#), April 7, 2023. Because most PMFLI leave will also qualify for OFLA leave, OSBA recommends allowing the employee to use employer-provided paid leave for all PMFLI. A decision to not allow employees to use employer-paid leave could apply to situations eligible for PMFLI leave, but not OFLA leave.}

taking leave.<sup>13</sup> [*For districts with 25 or more employees:*] If the position no longer exists, the employee is entitled to a position equal to their previous position, with equal benefits, pay and other terms and conditions of employment. [*For districts with fewer than 25 employees:*] If the position no longer exists, the employee may be placed in a different position with similar job duties and benefits and pay equal to the previous position.]

### **Communications Between the District and the Department**

Upon receipt of an application or update in information from a district employee for PLO, the Department will notify the district. The district may provide additional information to the Department within 10 days. This information may include, but is not limited to, information about the employee's notice to the district or verification of the employee's continued employment with the district. If the district does not report such information to the Department, the Department will proceed using available information. The district can provide additional information to the Department as it becomes available.

If the Department requests additional information from the district, the district will respond within 10 calendar days.

Once the Department has issued a decision regarding an application submitted by an employee of the district, the Department will notify the district regarding the approval or denial and any applicable dates and periods of leave.

### **District Notice to Employees**

At the time of hire and each time the policy or procedure changes, the district must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the district before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by the Department director;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI or PLO program, giving notification of leave under the program, taking leave under the program or claiming PFMLI or PLO benefits are prohibited;
7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and

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<sup>13</sup> If the employee's leave also qualifies for OFLA/FMLA protection, see also Board policy GCBDA/GDBDA - Family Medical Leave and its accompanying administrative regulations.



8. That any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.<sup>14</sup>

The district will display the Department's notice poster in an area that is accessible to and regularly frequented by employees in each building or worksite. The district will provide this notice poster to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

### **District Filings**

The district will file the Oregon Quarterly Tax Report, the Oregon Employee Detail Report and any other reports required by law. If the district fails to submit required filings or report, or fails to pay all required contributions, the district may be penalized in accordance with OAR 471-070-8520.

*{For districts with fewer than 25 employees:}* [The district may apply for an assistance grant.<sup>15</sup>]

### **Employee Protections**

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI or PLO, giving notification of leave under PLO, taking PLO leave or claiming PLO benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

Any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.

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<sup>14</sup> Paid Leave Oregon has provided a model notice, <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>.

<sup>15</sup> See OAR 471-070-3705 - 3710 for eligibility requirements and application.

# Lake County School District 7

Code:  
Adopted:

GCPC/GDPC

## Retirement of Staff \*

{Optional policy. Senate Bill (SB) 1049 (2019) made it possible for employees to retire under PERS and work for a PERS-covered employer, without hour restrictions in most situations. House Bill (HB) 2296 (2023) extends this law to 2034. The law does not require districts to allow PERS-retired employees to work in the district, rather, leaves the decision up to the district. OSBA encourages districts to evaluate the situation (including financial impacts) prior to making a decision regarding these employees. If districts do allow retired employees to return to work, OSBA recommends working with legal counsel to develop criteria and procedures that can be consistently implemented. Also consider the bargaining impacts of the selected practice.}

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

[Retiring employees are encouraged to coordinate with PERS and the [Human Resources Department] to ensure that all requirements are met. The superintendent will develop requirements, limitations and procedures for employment as a PERS-retiree.<sup>{1}</sup>]

*{Regarding PERS-workback, there are three main options for districts, please choose one of the following:}*

[When an employee of the district retires under PERS, that employee's employment with the district will terminate. Individuals who have retired under PERS are not eligible for employment in the district.]

*{OR}*

[When an employee of the district retires under PERS, that employee's employment with the district will terminate. PERS-retired individuals may apply for open positions with the district.<sup>2</sup><sup>{3}</sup>]

*{OR}*

[District employees will be allowed to retire under PERS and return to their position in the district [only for the remainder of the school year]<sup>{4}</sup>.<sup>5}</sup>

END OF POLICY

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<sup>1</sup> {House Bill 2296 (2023) modified Senate Bill 1049 (2019), which allows PERS-retired employees to continue to work for PERS-employers without hour restrictions; this provision is now set to expire at the end of 2034.}

<sup>2</sup> There must be a break in service for retired employees returning to work.

<sup>3</sup> {House Bill 2296 (2023) modified Senate Bill 1049 (2019), which allows PERS-retired employees to continue to work for PERS-employers without hour restrictions; this provision is now set to expire at the end of 2034.}

<sup>4</sup> {Districts can limit workback, but must consider equity pay laws when developing any criteria.}

<sup>5</sup> There must be a break in service for retired employees returning to work.

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**Legal Reference(s):**

[ORS Chapter 237](#)  
[ORS Chapter 238](#)

[ORS Chapter 238A](#)  
[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).

OR. CONST., art. IX, §§ 10-13.

[House Bill 2296](#) (2023).

# Lake County School District 7

Code: LBE  
Adopted: 9/11/19

## Public Charter Schools\*\*

Public charter schools may be established as a new public school or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

~~The district recognizes that public charter schools offer an opportunity to create new, innovative, and more flexible ways of educating students in an atmosphere of learning experiences based on current research and development.~~ Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to ~~one or more of~~ the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents, and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process. The public charter school will be located and operated within the sponsoring district except where authorized by law.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

~~Public charter schools may be established as a new public school, from an existing public school or a portion of the school or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution or encompass all the schools in the district unless the district is composed of only one school.~~

~~The Board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant, and adverse impact on the quality of the public education of students residing in the district. To meet the eligibility criteria for Board approval, a public charter school proposal must meet the requirements of Oregon law, Board policy, and regulation. Upon request of the Board, the public charter school applicant must furnish in a timely manner any other information the Board deems relevant and necessary to conduct a complete and good faith evaluation of the public charter school proposal.~~

The district will determine if it has any ~~vacant or unused~~ ~~or underutilized~~ buildings and make a list of such buildings; buildings. Buildings may be made available for public charter school use, subject to Board approval and Board policy. ~~Approved use may be limited to instructional purposes only. Appropriate use fees will be determined by the Board. Public charter school use outside the district's instructional day will be subject to Board policy KG – Community Use of District Facilities and accompanying administrative regulation.~~

Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available.<sup>1</sup> Students must adhere to state law, Board policies, regulations, and rules concerning student conduct and discipline.

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district will not provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

~~The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.~~

~~The district will semiannually by October 1 and April 1 calculate the number of students residing in the district who are enrolled in a virtual public charter school. When the percentage is more than three percent, the district may choose to not approve additional students for enrollment to any virtual public charter school, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2).~~

~~The district is only required to use data that is reasonably available to the district including but not limited to the following for such calculation:~~

- ~~1.——The number of students residing in the district enrolled in the schools within the district;~~
- ~~2.——The number of students residing in the district enrolled in public charter schools located in the district;~~
- ~~3.——The number of students residing in the district enrolled in virtual public charter schools;~~

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<sup>1</sup> This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

4. ~~The number of home-schooled students who reside in the district and who have registered with the educational service district; and~~
5. ~~The number of students who reside in the district enrolled in private schools located within the school district.~~

~~A parent may appeal a decision of a school district to not approve a student for enrollment to a virtual public charter school to the State Board of Education.~~

The superintendent will develop administrative regulations ~~for public charter schools~~ to include, but not limited to, the proposal process, review, and appeal procedures, and program evaluation, renewal, and termination ~~charter agreement provisions~~.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.077](#)  
[ORS 327.109](#)  
[ORS 332.107](#)

[ORS 338](#)  
[ORS 339.141](#)  
[ORS 339.147](#)

[ORS 339.450](#)  
[ORS 339.460](#)  
[OAR 581-026-0005 - 0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).  
[Senate Bill 767](#) (2023).

# Lake County School District 7

Code: LBEA  
Adopted: 6/08/15

## Resident Student Denial for Virtual Public Charter School Attendance\*\*

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will ~~semiannually,~~ **annually**, by [October 1 and April 1], calculate the percentage of ~~the number of~~ students residing in the district, who are ~~attending~~ **enrolled in** a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district will not approve additional students enrollment to ~~such~~ a virtual public charter school, ~~subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305 (2).~~

A ~~The district may send a notice of approval or disapproval to a parent~~ **must give<sup>1</sup> of a student who has sent a** notice to the district of intent to enroll ~~their~~ **the** student in a virtual public charter school not sponsored by the district ~~(See OAR 581-026-0305 (3)).~~, before enrolling their student in such a school and notice of actual enrollment.

If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and

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<sup>1</sup>“Parent” means parent, legal guardian or person in “parental relationship” as defined in Oregon Revised Statute (ORS) 339.133.

5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 338.125](#)

[OAR 581-026-0305](#)

[OAR 581-026-0310](#)

[House Bill 3024](#) (2023).



February 9, 2024

To: Lake County School District 7 Board  
Superintendent Michael Carter  
Principal Hillary Hulseman  
From: Jeff Cappe and Renee Baker  
RE: Eastern Oregon EMS Conference

Greetings,

The Sports Medicine/EMR/HOSA Club is very excited about attending the Eastern Oregon EMS Conference at Blue Mountain Community College in Pendleton, Oregon. The conference will provide training and educational opportunities for students that are interested in emergency medicine and athletic training.

Students from Mr. Cappe's EMR/Sports Medicine/HOSA Club are requesting approval to attend. There will be 4-5 Medical Program students attending. The costs include \$250 per person registration fee, hotel, transportation, substitute coverage costs, and meals. We have completed an activity request form with a private vehicle transportation provided by Jeff Cappe. We will need to reserve 3-4 hotel rooms at Oxford Suites with conference rates. Jeff Cappe and Renee Baker will be the chaperones and the ones in charge of students on this trip. All of the mileage, hotel, registration fees, and sub coverage payments will need to be paid for from the school district up front, but they will be reimbursed by High Desert ESD. Students will be asked to bring money to cover meals while traveling.

We are excited for this group of medical program students to experience the educational information they will encounter at this conference. They will bring back immense knowledge to our school and enhance their emergency preparedness training.

Thank you for your consideration.

Sincerely,

Jeff Cappe  
Medical Program Teacher  
HOSA Advisor

Renee Baker  
HOSA co-Advisor

EOEMS Conference Schedule of Events  
March 8-11, 2024

Advisors:     Jeff Cappe (208)509-9501  
                  Renee Baker (541)281-8369

**Friday March 8, 2024**

9:00 am leave Lakeview  
Lunch in Burns- Student paid  
Arrive in Pendleton  
     Oxford Suites Pendleton  
     2400 SW Court Place  
     Pendleton, OR 97801  
     (541)276-6000

**Saturday, March 9, 2024**

Breakfast at the hotel/refreshments provided by conference  
Conference starts at 8:00 am  
Lunch from 12:00-1:00pm-provided by conference  
Dinner at 5:30 pm- provided by conference

**Sunday, March 10, 2024**

Breakfast at the hotel/refreshments provided by conference  
Conference starts at 7:30 am  
Lunch from 11:30 am-12:30 pm provided by conference  
Dinner at 5:00 pm- student paid

**Monday, March 11, 2024**

Breakfast at the hotel  
9:00 am Leave Pendleton  
Lunch in Burns-student paid  
4:00 pm arrive in Lakeview

## Conference Schedule

### SATURDAY, MARCH 9TH AT BLUE MOUNTAIN COMMUNITY COLLEGE

8:00 to 8:15	Registration check-in: <a href="#">Science &amp; Tech</a> building at Blue Mountain Community College – Refreshments
8:15 to 9:15	<i>I Don't Want to Wait on Experience</i> by Tyler Christifulli
9:30 to 10:30	<i>Caring for the Burn Patient</i> by Erin Horrax
10:45 to 11:45	<i>Unique Patient Signs</i> by Chris Ebright
12:00 to 1:00	Hosted Lunch
12:45 to 1:45	<i>Where Art and Education Collide</i> by Tyler Christifulli
1:55 to 2:55	Dr. Courtney Temple <i>Pediatric Fentanyl Exposures</i>
3:05 to 4:05	<i>Seven Things to Know about Pediatric Cardiac Arrest</i> with Chris Ebright
4:15 to 4:45	<i>Wait....What? How did you .....? Never mind! Now what?</i> with Andrea Sjaardema
5:30 pm	Banquet at Roy Raley Room at the Pendleton Round-Up Grounds, 1205 SW Court Ave

## SUNDAY, MARCH 10TH (SPLIT INTO ALS, BLS, HAZMAT TRACKS\*)

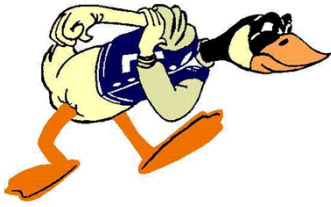
7:30 to 8:00 Registration check-in: [Science & Tech](#) building at Blue Mountain Community College – Refreshments

	ALS	BLS
8:00 to 9:00	<i>False Expectations and the Myth of ST-Elevation</i> by Tyler Christifulli	Postpartum Emergencies by Chris Ebright
9:15 to 10:15	<i>Hemorrhage Control in Trauma</i> by Dr. Brian Beldowicz	<i>Electric Vehicle Safety</i> by Jim Bolton
10:30 to 11:30	<i>Suicides of EMS Providers: Increasing awareness and how to help before it's too late!</i> by Andrea Sjaardema	<i>Electric Vehicle Safety Display</i> by Jim Bolton
11:30 to 12:30	Hosted Lunch	
12:30 to 1:30	<i>Hemodynamic Pitfalls and Positive Pressure Ventilation</i> by Tyler Christifulli	<i>Bizarre and Unusual Case Studies: You can't make this stuff up!</i> by Andrea Sjaardema
1:45 to 2:45	<i>Dr. Ann Rust Trauma/Critical Care Director</i>	<i>Managing Technical Rescue Incidents</i> by Jim Bolton

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3:00 to  
4:00

*Crash Test Dummies and Football Players!* by Andrea Sjaardema



# Lakeview High School

Home of the Fighting Honkers

906 South 3<sup>rd</sup> Street  
Lakeview, OR 97630  
Phone (541) 947-2287, Fax (541) 947-3601

## MEMO

**To:** LCSD 7 Board of Directors; R. Michael Carter, Superintendent; Hillary Hulseman, Principal; LCSD 7 Transportation Director, Stace Andrews

**From:** Kaylie Stevenson, LHS/DMS Agriculture Science Teacher/FFA Advisor

**Date:** Feb 12th, 2024

**Re:** FFA Overnight Trip - Sectionals

I am requesting approval for the following trips:

**Sectionals LDEs Contest, Lebanon, OR - February 25th-26th**

The National FFA Organization makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Our vision is to see students whose lives are impacted by FFA and agricultural education achieve academic and personal growth. The following events challenge students to develop critical thinking skills and practical decision-making skills, foster teamwork, and promote communication while recognizing the value of ethical competition and individual achievement. Students put in a lot of preparation from the knowledge and skills they gain from our program's curriculum to the early mornings and late nights of practicing outside of school hours. They will have the opportunity to apply what they know to real-life scenarios.

Our male chaperone will be Roger Hulseman along with Mrs. Stevenson.

Thank you,

Kaylie Stevenson



# Lake County School District No. 7

*"Preparing Today For A Successful Tomorrow"*

February 15, 2024

To: Mr. Carter, LCSD7 Superintendent

From: Tandalin Gerber, LCSD7 Human Resources

Re: Confidential Secretary – Extra Duties

Dear Mr. Carter,

I humbly request that Ms. Jordan Warner receive a \$5000.00 salary increase, effective March 1<sup>st</sup>, 2024, due to an unexpected workload in regard to my resignation. Ms. Warner has served LCSD7 for the past six months in the role of Confidential Secretary, Assistant to the Superintendent, and Secretary to the Board of Directors. She has excelled quickly in this position and proved herself to be a valuable asset to our team. Recently, she expressed interest in the business department and has worked diligently to learn and grow in Accounts Payable and furthermore, Payroll.

With my resignation, Jordan has stepped up and accepted extra training within the Human Resources Department, willingly and gratuitously.

To note, she recently received a job offer from one of our local partnerships, reflecting her loyalty and experience, which she declined as she is satisfied in her LCSD7 position.

I find Ms. Warner a highly qualified and exceptional employee and feel she deserves all opportunities LCSD7 can provide her.

Thank you for your consideration.

Respectfully,

Tandalin Gerber  
LCSD7 Human Resources

2/15/2024  
Approved  
Rm