



401 N Canyon City Blvd Canyon City, OR 97820-6111  
Phone: (541)575-1280 FAX: (541)575-3614

# Board Meeting Agenda

Wednesday 5/21/2025 | 7:00PM

## ZOOM IN BY USING THE FOLLOWING ACCESS CREDENTIALS:

<https://us02web.zoom.us/j/2595245851?pwd=ZjFIZ2w2eDNPMmhoT1VtS0wvbk1MZz09>

Meeting ID: 259 524 5851 | Passcode: HelloGSD3

[\* = supplement enclosed]

1) **PRELIMINARY BUSINESS:**

- 1.1 Call to order
  - 1.1.1 Board Attendance: \_\_\_\_ of 7
- 1.2 Pledge of Allegiance
- 1.3 Agenda Review
  - 1.3.1 Motion: \_\_\_\_; Second: \_\_\_\_; Unanimous: \_\_\_\_

2) **PUBLIC COMMENTS | 3-MINUTE LIMIT:**

- 2.1 Public Forum:
  - 2.1.1 1)
  - 2.1.2 2)
  - 2.1.3 3)

3) **BUSINESS PARTNER RECOGNITION**

- 3.1 Charles A. Caughlin DC – AL\*

4) **REPORTS:**

- 4.1 Financial/Business Manager/ MJE \*
  - 4.1.1 See: Board Meeting Packet – Addendum | Financial Report – April 2025
- 4.2 Current Enrollment | Average Daily Membership (ADM) Reporting) as of last day of previous month/ MW\*
- 4.3 Current Staffing/JY/MW
  - 4.3.1 GU = 39
  - 4.3.2 HES = 43
  - 4.3.3 SES = 5
  - 4.3.4 HCCC = 6
  - 4.3.5 DO = 2
  - 4.3.6 Transportation = 7 **Total = 102**
- 4.4 Administrator's Reports | Previous Month:
  - 4.4.1 Principal, Shanna Northway | Vice Principal, Andy Lusco | GU/SPED \*
  - 4.4.2 Principal, Janine Attlesperger | Humbolt (HES)\*

## Board of Directors:

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor  
Superintendent: Mark W. Witty | Website: <https://www.grantschooldistrict.org/>



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- 4.4.3 Head Teacher, Carrie Sullivan | Seneca (SES) \*
- 4.4.4 Director, Trina Fell | Humbolt Child Care Center (HCCC) \*

4.5 Superintendent's Report/ Superintendent Mark Witty

- 4.5.1 Survey Data – Next
- 4.5.2 Secure Rural Schools Fund Update
- 4.5.3 Oregon Legislature
  - 4.5.3.1 PERS Buy Down 1.68
  - 4.5.3.2 Latest Economic Forecast - State
- 4.5.4 Plaques for Malone and McConnell Fields – Update
- 4.5.5 Review Downsizing Measures to date
- 4.5.6 Strategic Implementation Meeting
- 4.5.7 Early Learning Update
- 4.5.8 UMHS – No longer serving Grant County
- 4.5.9 Graduation Participants

4.6 NWEA MAPS Data Update\*

4.7 Construction/Capital Projects Update MW

- 4.7.1 GSD3 Project Tracker \*
- 4.7.2 GSD3 Project Updates \*

5) **CONSENT AGENDA:**

- 5.1 Recommend Approving 4/16/2025 Board Meeting Minutes
  - 5.1.1 4/16/25 Regular Meeting
- 5.2 Recommend Accepting New Hires:
  - 5.2.1 Drew Lusco | HS Assistant Football Coach (Split)
  - 5.2.2 Ty Baker | HS Assistant Football Coach (Split)
- 5.3 Recommend Accepting Employment Role Transfer:
- 5.4 Recommend Accepting Employment Role Addition:
- 5.5 Recommend Accepting Employment Resignations:
  - 5.5.1 Trinity Morris | JH Head Girls Wrestling Coach/HS Assistant Girls Wrestling Coach
  - 5.5.2 Angie Lusco | HS Assistant Girls Wrestling Coach
  - 5.5.3 Elijah Humbird | JH Head Football Coach
- 5.6 Recommend Accepting Second Reading of Policies
  - 5.6.1 March Policies to be Updated
- 5.7 Approval Consent Agenda (Entire Section): Motion: \_\_\_\_; Second: \_\_\_\_; Unanimous: \_\_\_\_

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6) **NEW BUSINESS:**

- 6.1 Approve the award of Milk/Dairy Bid - Eberhart \*
- 6.2 Approve the award of Food Bid - Shamrock \*
- 6.3 Approve School Calendars for 2025-26 and 2026-27\*
- 6.4 Approve the ratification of the Collective Bargaining Agreement with John Day Education Association\*
- 6.5 Approve recommendation on Naming the Softball Field from Selections Committee
- 6.6 Approve amended service agreement with Field's Tree Service – Humbolt Landscaping\*

7) **FUTURE CALENDAR DATES | 2025 | ALL Meetings are held at District Office, unless otherwise specified:**

- 7.1.1 5/21 – Board Meeting | 7:00PM
- 7.1.2 5/27 – Budget Committee Meeting | 6:00PM
- 7.1.3 6/7 – Grant High School Graduation
- 7.1.4 6/18 – Board Meeting | 7:00PM

8) **BOARD REPORTS:**

- 8.1 **KB:**
- 8.2 **M.T. A:**
- 8.3 **AC:**
- 8.4 **CL:**
- 8.5 **ZB:**
- 8.6 **WB:**
- 8.7 **JT:**

[Board Packet posted on district web site at:  
https://grantsd3.schoolinsites.com/](https://grantsd3.schoolinsites.com/)

Grant School District No.3 does not discriminate in employment, educational programs and activities, on the basis of race, national origin, color, creed, religion, gender, gender identification, sexual orientation or associational preference, age, disability, veteran status. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at: (541)575-1280 | 401 N Canyon City Blvd,

9) **TOTAL IN ATTENDANCE:**

- 9.1 In Person: \_\_\_\_
- 9.2 Via Zoom: \_\_\_\_

10) **ADJOURNED: \_\_\_\_\_ PM**

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**NOTES: OL = FTOL = Full-time On-line; enrollment is measured last day of each month | Report by: Superintendent**

YEAR	GU J/S HS	HUMBOLT	SENECA	OL-GU	OL-H	OL-S	ADM TOTAL	G/L	HCCC	TOTAL
2024/2025										
JUN										
MAY										
APR	202	245	13	5	3	0	468	0	29	497
MAR	202	245	13	5	3	0	468	-4	29	497
FEB	205	246	13	5	3	0	472	-7	27	499
JAN	207	246	13	5	3	0	474	4	24	498
DEC	207	244	13	5	1	0	470	0	22	492
NOV	206	245	13	5	1	0	470	-7	22	492
OCT	213	243	13	7	1	0	477	-1	22	499
SEP	211	246	12	6	1	0	476	1	24	500
AUG	201	256	12	5	1	0	475	-15	24	499
2023/2024										
JUN	208	252	13	12	5	0	490	0	23	513
MAY	208	252	13	12	5	0	490	0	23	513
APR	209	251	13	12	5	0	490	0	21	511
MAR	211	251	11	12	5	0	490	4	17	507
FEB	204	254	11	17	*	*	486	3	17	503
JAN	204	254	13	12	*	*	483	-3	17	500
DEC	207	250	12	17	*	*	486	-3	23	509
NOV	207	253	12	17	*	*	489	-12	22	511
OCT	210	261	14	16	*	*	501	-3	21	522
SEP	233	257	14	0	*	*	504	-42	20	524
AUG	235	255	12	44	*	*	546	86	*	546
2023/2024	208	252	13	12	5	0	490	0	23	513
2022/2023	204	244	12	*	*	*	460	0	*	460
2021/2022	246	278	22	*	*	*	546	-21	*	546
2020/2021	254	289	24	*	*	*	567	-47	*	567
2019/2020	280	312	22	*	*	*	614	*	*	614

## May Board Meeting

### New Hires

4/29/2025	Ty Baker	HS Assistant Football Coach- Split
4/29/2025	Drew Lusco	HS Assistant Football Coach- Split

### Resignations/Quits

3/30/2025	Trinity Morris	JH Head Girls Wrestling Coach/ Assistant Girls Wrestling Coach
4/29/2025	Angie Lusco	Assistant Girls Wrestling
4/30/2025	Elijah Humbird	Head JH Football Coach

### Misc Changes

	Building Count
DO/Transportation	9
Humbolt	43
Humbolt Child Care	6
GU	39
Seneca	5
<b>Total District Employees</b>	<b>102</b>

**May 2025**



### **District Mission Statement**

Our Prospector Promise: A place for every student to feel support, achieve success, and learn respect.

### **District Vision Statement**

A Place Where Every Prospector is Known, Empowered, and Ready for the World!

To: Mr. Mark Witty and Grant School District #3 Board of Directors

From: Shanna Northway, GU Principal/Special Programs Director

### **Strategic Goal #1: Recruit, Train, and Retain Staff to Implement, Adjust, and Achieve Excellence**

#### **Final Round of Formal Observations Completed**

I completed the final round of formal observations for all on-cycle and probationary certified teaching staff. Each observation was followed up with a reflective meeting that included written and verbal feedback. Our team of educators continues to demonstrate a deep commitment to student engagement, high expectations, and individual support. These evaluations are not only a tool for accountability but an opportunity to celebrate growth and strengthen our instructional practice as a team.

#### **OSAS Test Readiness**

All certified and classified staff responsible for administering the OSAS Smarter Balance Assessments have completed their required training. This preparation ensures consistency and fidelity in the testing process. Special thanks to Heather Rookstool, who completed all data entry within the TIDE platform—her thoroughness has been instrumental in preparing us for a successful testing window.

#### **Customer Service Training for Admin and Office Staff**

All administrative and secretarial staff participated in a district-wide customer service training. This training focused on improving the quality of stakeholder interactions, enhancing professionalism, and creating a welcoming atmosphere for all who enter our schools. It was a beneficial and productive session that helped set shared expectations for excellence and accountability across departments.

#### **AI Integration Training**

Staff participated in a county-wide training hosted by the ESD that focused on the role

## May 2025

of AI in education. Teachers explored how AI can be used to streamline lesson planning, communication, and administrative tasks. The training also addressed how to guide students in the appropriate and ethical use of AI, helping staff feel better equipped to support students in an increasingly digital world.

### Crystal Apple Award

On May 2nd, Matt Jones was honored with the Crystal Apple Award—our county's highest recognition for excellence in education. Mr. Jones sets the standard for professionalism, dedication, and student-centered teaching. His daily impact on students and colleagues is profound, and we are incredibly fortunate to have him as part of the GU staff. Congratulations to Mr. Jones on this well-deserved honor!

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## Strategic Goal #2: Create a Student-Focused Environment Where Each Student is Known and Prepared for Success

### Classroom Highlights and CTE Successes

Our classrooms have been full of dynamic, hands-on learning this month:

- **Yearbook** students submitted their final book to the publisher, wrapping up a year of dedication and creativity.
- In **Sports Marketing**, students have been busy promoting Mr. Drew's Weightlifting Club through posters, slogans, TikToks, and t-shirts.
- **Intro to Business** students recently studied inflation, supply and demand, and productivity and are now applying that knowledge by designing their own economies.
- **Business Communications** students imagined their own smoothie bars, and the project culminated with students preparing real smoothies in class.
- **Computer Applications** students are developing their own websites and learning to use AI to market their student-led business concepts.
- **7th Grade Tech** students continue to build their coding skills and have also explored 3-D printing, designing and printing their own custom t-shirts.

### MAP Assessment Wrap-Up

We completed our third and final round of MAP assessments for the school year. This first year of implementation has been a significant learning experience for both staff and students. We've gained momentum, and our teachers are now beginning to use MAP data to inform instruction and target student growth. We are entering the next school year with clearer systems and stronger confidence in how we can use MAP to impact learning.

### TAG Program Individualized Plans

Dennise Blevins has stepped up in her new role as TAG case manager with professionalism and enthusiasm. She has successfully scheduled and hosted ILP meetings for all TAG students in grades 7–12. These plans will help us enter the 2025–

## May 2025

26 school year with a strong foundation and allow for the planning of engaging group activities and enrichment opportunities tailored to student needs.

### **National Honor Society Induction and Revitalization**

On May 5th, we proudly inducted seven new members into the National Honor Society. Tonia Seebart led the planning and execution of the event, which included a formal dinner and a ceremony where students practiced and delivered speeches. Tonia has been instrumental in reviving the NHS chapter at Grant Union by clarifying expectations, improving the selection process, and reestablishing the organization's identity. NHS exists to honor students who demonstrate excellence in the four pillars: scholarship, leadership, service, and character. Our chapter is once again a high-standard, elite organization that truly celebrates our best and brightest.

### **7th Grade Orientation Day**

Stephanie Riis and Tonia Seebart planned and facilitated an engaging orientation day for our incoming 7th graders. Students experienced a full junior high schedule, met staff, elected class officers, participated in engaging mini-lessons, and went home with some GU swag. The day helped students feel more confident about the transition and excited to be part of our school community.

### **Senior Projects and Presentations**

Our senior honors diploma candidates completed their final project presentations this month. Projects included:

- Hosting a Color Fun Run (Morgan Walker)
- Organizing a Cheer Camp (Eliza Ashley)
- Designing a new district logo (Maddie Bailey)
- Hosting a Jackpot Steer Show (Monel Anderson)
- Remodeling the sick room into a wellness room (Addy Northway)

Thank you to Will Blood, Chris Labhart, Cindy Dougharity-Spencer, and Tonia Seebart for supporting, judging, and guiding our students through this meaningful capstone experience.

### **Natural Resources Career Day**

All 9th and 10th grade students participated in Natural Resources Career Day hosted by OSU Open Campus. The event exposed students to career pathways in forestry, agriculture, and environmental sciences. Students were able to test out new technologies, speak with professionals, and gain real-world insight. Feedback from students was overwhelmingly positive.

### **Online Learning Program Open House**

We hosted an open house for our Online Learning Program on May 6th. Families had the opportunity to learn about our course offerings, expectations, and supports. We also distributed 50 flyers to local homeschool families to expand outreach and provide more educational options to our community.



## May 2025

### **Master Schedule and Forecasting for 2025–26**

Tonia Seebart, Andy, and I have been working together to draft the 2025–26 master schedule. In contrast to previous years, our goal is to finalize and share the schedule with staff before summer break. This gives teachers more time to plan and prepare. Tonia has also been meeting individually and in small groups with students to complete forecasting, ensuring personalized schedules that align with academic goals and interests.

### **ASB & Class Officer Elections**

As part of our ongoing efforts to rebuild student voice at Grant Union, ASB and class officer elections were held this month. We were excited to see a noticeable increase in student interest and participation. The candidates demonstrated strong leadership potential through their campaigns, speeches, and respectful engagement. It is encouraging to see so many students ready to lead and represent their peers going into the 2025–26 school year.

### **State Solo Festival – Landon James**

On May 2nd, Landon James, accompanied by Janita Finley, represented Grant Union at the State Solo Festival, competing in Euphonium. Landon placed 6th out of 13 competitors—an impressive achievement considering the event includes both small and large schools statewide. The experience gave our student a chance to hear and interact with high-level musicians from a wide variety of instrumentations and backgrounds. It was a proud moment for our music program!

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## Strategic Goal #3: Positive Perceptions, Community Ownership, and Support for District Facility Improvements

### **FBLA Hosts Retiree and Alumni Dinner**

On May 3rd, FBLA students hosted the Retiree and Alumni Dinner in the GU Commons. Our students did everything from planning to meal prep, serving, and clean-up. It was an exceptional event that showcased student leadership and left a lasting impression on those who attended. The positive feedback from community members was heartwarming and well deserved.

### **Annual Easter Egg Hunt**

On April 19th, Grant Union High School hosted the annual Easter Egg Hunt for the John Day Fire Department. This community event fostered positive relationships and was well received by families and staff.

### **Teen Health Fair**

We served as the host site for the Teen Health Fair, organized by Community

## May 2025

Counseling Solutions. Schools from across the county participated in a day of learning about health topics and careers. Students engaged in physical activity, toured booths and presentations from local health programs, and listened to a keynote speaker address addiction and the dangers of fentanyl.

### **Incoming 7th Grade Parent Information Night**

We hosted an informational parent night for families of incoming 7th grade students. It was well attended, and the discussion focused on what to expect in junior high and how families can support a smooth transition. The feedback was extremely positive, and families expressed excitement about the year ahead.

### **Annual Humboldt Fun Run**

Our student leadership group did an amazing job organizing the annual Humboldt Fun Run. Students and staff enjoyed a well-run event thanks to Andy's organization and guidance. The popsicles at the end—always a crowd favorite—were the perfect way to wrap up the fun!

### **Spring Studer Survey Completion**

We completed our spring cycle of the Studer Survey with input from students, parents, and staff. Feedback from Grant Union staff and students was strong and insightful. We are now using this data to consider adjustments and improvements for the upcoming school year. Parent participation was lower than desired, and we are already discussing strategies to increase engagement during the next distribution in the fall.

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## Athletics Update

Spring sports are winding down with strong participation and competitive results across the board:

- **Junior High Track and Field** finished their season with a home meet on May 13th. With the largest team in years and an earlier season start, students showed great growth and teamwork.
- **High School Track and Field** competed hard this season and hosted a home meet on May 16th. The team will head to Districts on May 23rd at Crook County High School, with several athletes aiming for state qualification.
- **Baseball** stands at 11–11 overall and 10–4 in league, currently ranked 19th in the state and poised for playoff contention.
- **Softball** is having a strong season at 15–6 overall and 9–1 in league. Ranked 4th in the state, the team is looking to secure a district championship and home field advantage in the quarterfinals.
- **Golf** made an exciting return to competition. Five girls and three boys competed at Districts in Baker on May 12–13. The girls had a full team for the first time in years and placed 9th overall. With no seniors on the roster, the future looks bright for this growing program.

**May 2025**



329 NORTH HUMBOLT ST. CANYON CITY, OR 97820 PHONE: 541-575-0454 FAX: 541-575-3609

## May 2025 Board Report for Humbolt Elementary School

Current Enrollment: 233

### District Goals

- **Goal I: Recruit, train, and retain staff able to implement, adjust and achieve excellence!**
  - Instructional staff attended in-person LETRS (Literacy Essentials for Teachers of Reading and Spelling) Module 4 and AI trainings
  - Shared virtual training in:
    - Conscious Discipline Building Resilient Schools and Home
    - Autism Internet Training Modules
    - BrainTracks: brown noise audio links
    - Practical AI in the Classroom with Robotics PD opportunity
    - Oregon STEM Week activities
    - EOREN PD opportunities in writing, mentor training, and new teacher training
  - Completed staff Wants & Needs requests
  - Posted open positions, began interviewing for Summer School staff and Dean of Students.
  - Reassigned Seneca librarian to Humbolt.
  - 5th Grade Teacher, Paige Lamb, honored with Novice Teacher of the Year Crystal Apple Award
  - Celebrated staff appreciation week.
- **Goal II: Create a student-focused environment where each student is known and prepared for success in life!**
  - Students are greeted by name each morning.
  - Students of the Month recognized for Academic Achievement and Character: Problem-Solving.
  - Students continued to earn Self-Manager and Junior Self-Manager status and attend celebrations.
  - Staff attended IEP, 504, SST, RtI, Wrap-Around, and IIBHT meetings to support students' individual needs.
  - Student Clubs are winding down: Running and 100 Book Clubs.
  - Students participated in Read n Quiz, SEL lessons, Restorative Circles, and Lunch Buddies
  - Coordinated with PTA to hold a family STEM night.
  - Created Restorative Justice projects and Collaborative Problem-Solving plans with students.
  - Students attended field trips to extend classroom learning.
  - 6th grade is preparing for Outdoor School at Lake Creek Youth Camp.
  - Staff launched individual Student Success Plans.
  - Upon District logo reveal, students and staff will vote on a new Little Pros logo.

- **Goal III: Positive perceptions, community ownership, and support for our district's facility improvements!**
  - Continued use of ClassTag, SchoolMessenger, website, social media, and Reader Board.
  - Maintained transparency and open communication with parents when situations arise.
  - Invited ODHS to present to staff at our staff meeting.
  - Collaborated with OSU extension, ESD, CCS, GU students and staff, and PTA for student supports and outreach.
  - Distributed Humbolt Happenings newsletter and contributed to the Prospector Pride.
  - Held 2nd Annual Incoming Kindergarten Gold Rush Party (16 students enrolled) and Incoming Kindergarten Move-Up Day
  - Attended Early Learning Collaborative
  - Reviewed data from Spring Survey

#### **Recent/Upcoming Events**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ 4/17: Kindness Lunches; Student Council Mtg. Assembly: Academic Awards &amp; Ambulance</li> <li>▪ 4/18: MS Track Meet; Admin/Secretary Training</li> <li>▪ 4/20-4/26: National Volunteer Week</li> <li>▪ 4/21: Communications Mtg.; IA Staff Mtg.; PTA Mtg.; Triple P Parenting Class               <ul style="list-style-type: none"> <li>▪ 4/22: Earth Day; School Bus Driver Appreciation Day</li> </ul> </li> <li>▪ 4/23: Administrative Professional/Secretary Day; SpEd Staff Mtg.</li> <li>▪ 4/24: Take Your Sons/Daughters to Work Day; MS Track Meet; Town Hall Meeting; Assembly; Kindergarten Gold Rush</li> <li>▪ 4/25: LETRS Training 4 @ GU; Social Media Mtg.</li> <li>▪ 4/28: Communications Mtg.; Kindergarten Field Trip; Triple P Parenting Class</li> <li>▪ 4/30: SpEd Staff Mtg.; Budget Mtg.</li> <li>▪ 5/1: Maintenance Mtg.; MS Track Meet; Fun Run @ GU</li> <li>▪ 5/5-5/8: Staff Appreciation Week</li> </ul> | <ul style="list-style-type: none"> <li>▪ 5/8: 3rd Grade Field Trip, Last Day of Title I Groups, Student Council Mtg., Character Awards</li> <li>▪ 5/12: AimsWeb &amp; MAP Testing begin, 7th Grade Orientation, Kindergarten Mother's Day Tea</li> <li>▪ 5/15: Academic Awards</li> <li>▪ 5/16: Kindergarten Move-Up Day; Writing Performance Task Scoring; Staff Mtg.; Staff Potluck</li> <li>▪ 5/19: Triple P Parenting Class</li> <li>▪ 5/20: 6th grade Band/Choir Concert @ GU</li> <li>▪ 5/27-5/29: State Testing Grades 3-6</li> <li>▪ 5/28: Spring Open House</li> <li>▪ 6/2-6/5: 6th Grade Outdoor School</li> <li>▪ 6/3: Donuts with Grown Ups</li> <li>▪ 6/5: Senior Walk-Through</li> <li>▪ 6/9: Self-Manager Field Trip</li> <li>▪ 6/10: Field Day, 6th Grade Promotion, Kindergarten Graduation</li> <li>▪ 6/23-7/31: Summer School</li> </ul> |
|--|---|

Once a Seneca Kid, Always a Seneca Kid!

## SENECA ELEMENTARY SCHOOL

101 Park Ave | Seneca, OR 97873-8724

Phone: (541) 542-2542 | Fax: (541) 575-3614

### May 2025 Board Report for Seneca Elementary School

#### District Goals

- **Goal I: Recruit, train, and retain staff able to implement, adjust and achieve excellence!**
  - Shared virtual training in:
    - [BrainTracks: Brown Noise](#): Audio links and suggestions for using brown noise to increase students' ability to focus.
    - [Practical AI in the Classroom with Robotics](#): Online summer PD opportunity in robotics!
    - [OR STEM Week Activities](#): Find ready-to-go STEM activities and a chance to win an Amazon Card!
    - [EOREN May Newsletter](#): This month's newsletter has mini grant, scholarship, mentoring, and pd opportunities.
  - Professional Development:
    - LETRS 4th & final training for reading instruction
    - Conscious Discipline
    - ESD AI Training
    - Seneca All Staff PD: Work session/best practices/strategies for challenging students
  - Teacher appreciation week was celebrated through gifts from administration, cards with personal notes from each school board member to teachers and staff, lunch tray delivered personally by Mark Witty, inspirational messages engraved on gifts reminding us to be proud of our accomplishments, the choices it takes to feel this way, as well as emphasizing the importance and significance of our jobs. Everyone was celebrated, recognized and appreciated. Thank you!
- **Goal II: Create a student-focused environment where each student is known and prepared for success in life!**
  - Music Club in session
  - Mitchell Track Meet well attended by parents and students with personally tailored lunches provided by Seneca PTA.
  - Personally tailored/choice driven science and reading projects underway
  - 6th Grade Track session concluded
  - 7th Grade Orientation Parent Information Night
  - Eastern Oregon Regional Education/Greater Oregon Science Technology Engineering & Math Kits
- **Goal III: Positive perceptions, community ownership, and support for our district's facility improvements!**
  - Grant County Emergency Management Coordinator Update: materials, tools, supplies, solar panels, generator, and natural gas tank delivered, installed, and stored in connex building.
  - Mother's Day gifts created and sent home to celebrate our students' mothers.
  - Seneca presence at Humbolt Kindergarten Gold Rush (Stacy Durych)

#### Recent/Upcoming Events:

- 5/19 Archeology Field Trip: Historic Artifact Identification, Stone Tool Identification (activity: Atlatl throwing), Surveying and Mapping, Testing (learning archaeological testing (digging/ skills)
- 5/20 Band Students to Practice at GU with Humbolt Band
- 5/22 In-school field trip sponsored by Jack Southworth
- 5/20 - 5/29 NWEA MAP Testing
- Date TBA Southworth Brothers Ranch Field Trip/Experience
- Date TBA fire drill using alternate egress
- 5/26: Memorial Day-No School
- 5/27-5/29: State Testing 3rd-6th Grades
- End of School Field Day/6th Grade Graduation/EOY Awards Celebration



# Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

## Monthly Report | May 2025

### Staff Report: (9)

- Director (1) | Trina Fell
- Preschool Promise Teacher (1) | Cynthia
- Child Care Teachers (3) | Ashley, Emelie, Sheree
- Child Care Teacher's Assistants (1) | Heidi
- Child Care Substitute Teacher (1) | Ashleigh
- Child Care Substitute Teacher Assistant (2) | Stacey, Celeste

### Enrollment: (29)

- Breakdown of Children Enrolled
  - School Age: 7
  - Preschool: 12
  - Toddlers: 5
  - Infants: 5

### Financial Report | this report is a rough draft | banking financial ledgers will be ready at a later date:

- Income: 14,249
- Payroll: 33,445
- Expenses: 545
- Bottom Line: (19,741)

Summary of Care: Current building could service max of 8 infant spots, 5 toddler spots, and 18 preschool/school age spots. This would require 8 staff (3 teachers, 3 Aides, 1 Float, 1 Director). Each classroom is licensed with the Department of Early Learning and Care. The child care is going through improvements to meet standards set forth in accepting 4 Preschool Promise Slots.

Mission Statement: At Humbolt Child Care Center, we are committed to providing every child with a safe, nurturing, and interactive environment. We believe in offering affordable and high-quality care to all children, regardless of their background. Our goal is to support each child's social, emotional, cognitive, and physical needs while they play, learn, and grow with us.

### Board of Directors:

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor



# Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

## Monthly Report | May 2025

### District Goals:

1. **Recruit, train, and retain staff, able to implement, adjust, and achieve excellence.** HCCC has identified specific curriculum training needs to ensure staff are equipped with the necessary skills to deliver high-quality learning experiences. Additionally, a scheduled staff meeting was designed to align with the framework for improved communication, fostering collaboration and transparency within the center's operations. HCCC strives to create an environment where educators feel supported, engaged, and empowered to adapt to evolving educational standards while maintaining excellence in our service to children and their families.
2. **Create a student focused environment where each child is known and prepared for success in life.** HCCC has successfully advanced its strategic goal through its continued collaboration with Child Care Resources & Referral (CCR&R) site visits. These visits have provided valuable resources and support, ensuring classrooms have high-quality materials and best practices tailored to children's developmental needs. By leveraging CCR&R expertise, HCCC has strengthened its ability to offer individualized learning experiences, foster meaningful educator-child relationships, and implement evidence-based strategies that promote school readiness. This partnership has enhanced professional development opportunities for staff, improved classroom environments, and reinforced a commitment to nurturing each child's growth.
3. **Positive perceptions, community ownership, and support for our district's facility improvements.** HCCC is working on fundraising efforts to enhance classroom education, training, and resources. We are planning a future fundraiser to engage families, staff, and local businesses in supporting our youngest learners. Additionally, through collaborative efforts, we have worked through rough drafts and revisions of HCCC Handbooks, Policies, Equity Plans, and practices to address key areas to ensure transparency and a commitment to fostering long-term investment in our community. Upon completion of the written content, the goal is to enhance online and social media materials to reflect and align with these efforts, ensuring consistency, accessibility, and broader community engagement.

### Board of Directors:

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor





# Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

## Monthly Report | May 2025

Special Note: The contents of this report are based on data and financial figures, as of the last day of the previous month.

Board of Directors:

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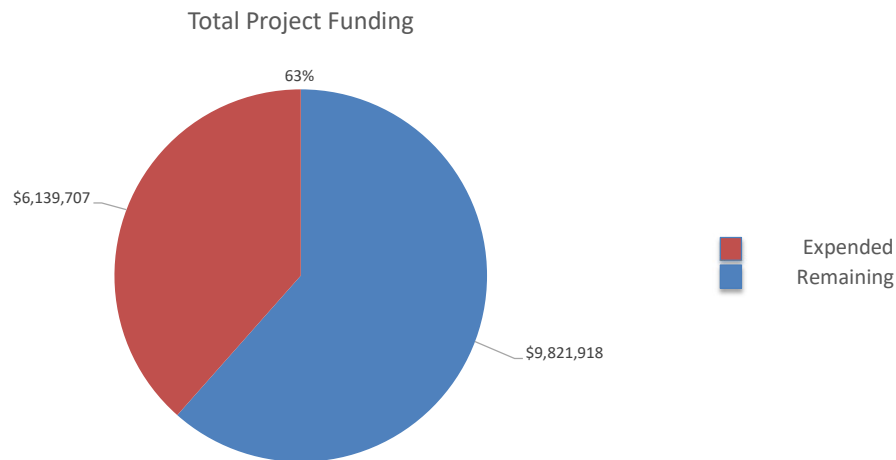
## Grant School District 3

### Project Tracker

Thursday, May 8, 2025



Project	Project No.	Funding Source	Start Date	Months in Progress	Work Status	Budgeted Cost	Current Spend	% Expended
Grant Union HVAC	2023-04	ESSER III / Fund 400 / Renew Grant	Jul-23	23	In-Progress	\$3,523,493	\$413,682	12%
Humbolt Greenhouse/Chicken Coop/Landscaping	2024-06	Fund 400 - Cap Projects	Jun-24	11	In-Progress	\$355,000	\$113,488	32%
District Maintenance Facility	2023-04	Fund 400 - Cap Projects	Sep-23	21	On-Hold	\$268,380	\$69,107	26%
Humbolt HVAC	2022-02	DAS HB5202	Jul-22	35	Completed	\$1,249,077	\$1,248,760	100%
GUHS Student Commons	2023-02	ESSER III & Brownfield Grant	May-23	24	Completed	\$367,171	\$366,479	99.8%
GU TAP 2024 Seismic	2024-07	Fund 400 - Cap Projects	Jul-24	10	Completed	\$23,470	\$23,470	100%
GUHS Replacement Feasibility Study	2022-04	DAS HB5202	Jul-22	34	Completed	\$250,000	\$119,393	48%
Humbolt Playground Equipment	2023-03	ESSER II/III	Sep-23	13	Completed	\$390,837	\$390,837	100%
GU Window Replacement	2024-04	Fund 400 - Cap Projects	Jun-24	4	Completed	\$69,167	\$69,167	100%
GU Courtyard & Grounds	2024-02	Fund 400 - Cap Projects	Jun-24	4	Completed	\$117,820	\$117,820	100%
PA System	2023-09	Fund 400 - Cap Projects	Jan-24	9	Completed	\$27,488	\$27,488	100%
Pressbox @ 7th Street	2022-04	Fund 400 - Cap Projects	Dec-22	23	Completed	\$141,300	\$141,300	100%
Humbolt Seismic - Phase 2	2022-01	Business Oregon Seismic Grant	May-21	32	Completed	\$1,287,657	\$1,287,657	100%
Grant Union Roof Repairs (Seismic)	2022-03	DAS HB5202	Jul-22	14	Completed	\$1,090,942	\$1,090,942	100%
School District 3 Fencing	2023-01	SIA & Fund 400 - Cap Projects	Jun-23	7	Completed	\$284,878	\$284,878	100%
Humbolt Paving	2023-05	Fund 400 - Cap Projects	Aug-23	3	Completed	\$114,055	\$114,055	100%
GU Paving	2023-06	Fund 400 - Cap Projects	Aug-23	3	Completed	\$35,670	\$35,670	100%
Humbolt SpED	2023-07	Fund 400 - Cap Projects	Jul-23	3	Completed	\$15,947	\$15,947	100%
Building Access, Security & Alarms	2023-08	Fund 400 - Cap Projects	Sep-23	13	Completed	\$209,565	\$209,565	100%
<b>Total All Projects (Sum/Avg./In-Progress)</b>	<b>19</b>			<b>15</b>	<b>16</b>	<b>\$9,821,918</b>	<b>\$6,139,707</b>	<b>63%</b>



Fund 400 - Capital Projects	
Total	\$5,771,697
Expended	\$1,880,389
Remaining	\$3,891,307
<b>% Remaining</b>	<b>67%</b>

DAS HB5202 Grant Funding	
Total	\$2,250,000
Expended	\$2,459,096
Match	(\$209,096)
<b>% Remaining</b>	<b>-9%</b>

2022 SEISMIC Grant Funding	
Total	\$1,089,877
Expended	\$1,090,942
Remaining	-\$1,065
<b>% Remaining</b>	<b>0%</b>

ESSER II/III Grant Funding	
Total	\$709,279
Expended	\$709,279
Remaining	\$0
<b>% Remaining</b>	<b>0%</b>

Wednesday, May 7, 2025	Grant School District 3 Project Updates		Project Schedule		
			Start	End	Months
Grant Union	GU HVAC	Construction proceeding on schedule. ASHRAE Level 2 Energy Audit is complete and we have requested reimbursement. Material orders in process. Electrical switch scheduled to arrive in July. Decision on July 1st. If switch gear has arrived we proceed, otherwise we wait until next summer. Federal processing delays have pushed us back at least four months on project funding with the final funding still uncertain. Planning, Design, Budget Confirmation, and Construction activities funded through the Renew America's Schools program are currently on-hold pending federal funding approval.	Jul-23	Aug-26	39
	Maintenance Building	Project on hold	Jul-23	Jul-25	25
Humbolt	Early Childhood Learning Ctr	Awarded FY25 CIP (Federal CIP THUD Grant) for \$1,450,000, but spending bills were not approved. Senator Merkley has resubmitted this request for the FY26 budget. We are working on capital grant requests from the Lamfrom Foundation and submitted a request in April to Business Oregon (\$2 Million) through the Child Care Infrastructure Fund.	TBD		
	Greenhouse/Chicken Coop/Landscaping	The greenhouse is dried in with fans hung; Plumber started last week of April and should be done in early May, when Electrician will start work. Greenhouse structure should be complete by end of May. Planning to finish concrete and final grading first week in June.	Jun-24	Jun-25	14
Completed Projects	Humbolt HVAC	Project is complete	Jun-23	Apr-25	23
	Student Commons	Project is complete	Sep-23	Apr-25	20
	Humbolt HVAC	Completed March 2025	Jun-23	Mar-25	23
	GU TAP 2024 Seismic	Completed February 2025. Awards should be announced by the end of May.	Jul-24	Mar-25	9
	Feasibility Study	Completed December 2024.	Jul-22	Dec-24	31
	Playground Equipment	Completed September 2024.	May-24	Sep-24	6
	PA System	Completed August 2024.	Jun-24	Aug-24	3
	GU Window Replacement	Completed August 2024.	Jun-24	Aug-24	3
	GU Courtyard	Completed August 2024.	Jun-24	Aug-24	3
	Fencing	Completed Fall 2023.	Jun-23	May-24	12
	Access Control & Rekeying	Completed in May 2024.	Nov-23	May-24	7
	7th Street Crow's Nest	Completed in April 2024.	Oct-23	Apr-24	7
	Seismic	Completed in December 2023.	Jun-23	Dec-23	7
	Rekeying	Completed in February 2024.	Nov-23	Dec-23	2
	East 7th Street Parking	Completed first week in November 2023.	Oct-23	Nov-23	2
	GU Pavement Resealing	Completed in October 2023.	Aug-23	Oct-23	3
	Humbolt ADA Concrete	Completed in October 2023.	Aug-23	Oct-23	3
	Seismic (Roof Repairs)	Completed in September 2023.	Jun-23	Sep-23	4
	GU Staff Room	Completed in August 2023	Jun-23	Aug-23	3
	Humbolt Pavement Reseal	Completed in August 2023.	Aug-23	Aug-23	1
	Humbolt SpED Remodel	Completed in November 2023.	Aug-23	Aug-23	1



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# Board Meeting Minutes

Wednesday 4/16/2025 | 7:00PM in Seneca

**ZOOM IN BY USING THE FOLLOWING ACCESS CREDENTIALS:**

<https://us02web.zoom.us/j/2595245851?pwd=ZjFIZ2w2eDNPMmhoT1VtS0wvbk1MZz09>

Meeting ID: 259 524 5851 | Passcode: HelloGSD3

**[\* = supplement enclosed]**

- 1) **PRELIMINARY BUSINESS:**
  - 1.1 Call to order 7:01 PM
    - 1.1.1 Board Attendance: 7 of 7
  - 1.2 Pledge of Allegiance
  - 1.3 Agenda Review- It was proposed to amend the agenda to include 4.5.11 Senator Wyden Opportunities to Advocate
    - 1.3.1 Motion: AC; Second: MT; Unanimous: Yes 7-0
- 2) **PUBLIC COMMENTS | 3-MINUTE LIMIT:**
  - 2.1 Public Forum: No public comments
    - 2.1.1 1)
    - 2.1.2 2)
    - 2.1.3 3)
- 3) **SENECA STUDENTS** -Three students reported their work and investigations in preparation for the science fair at Seneca. Knox presented the background information for the project concerning white peppered moth and black peppered moth species, James explained the different types of camouflage of white and black peppered moths, Eva reported the synopsis of the findings from field work of how camouflage can help species survive.
- 4) **REPORTS:**
  - 4.1 Financial/Business Manager/ MJE \*
    - 4.1.1 See: Board Meeting Packet – Addendum | Financial Report – March 2025
  - 4.2 Current Enrollment | Average Daily Membership (ADM) Reporting) as of last day of previous month/ MW\*
  - 4.3 Current Staffing/JY/MW

4.3.1	GU =	39
4.3.2	HES =	42
4.3.3	SES =	5
4.3.4	HCCC =	6
4.3.5	DO =	2
4.3.6	Transportation =	7
		<b>Total = 101</b>
  - 4.4 Administrator's Reports | Previous Month:
    - 4.4.1 Principal, Shanna Northway | Vice Principal, Andy Lusco | GU \* Fall conference parent teacher conference attendance was 18%, Spring conference attendance increased to 54%. It helps when teachers work with students and parents to encourage them to come in for parent teacher conferences.
    - 4.4.2 SpEd Director, Shanna Northway | GU/HES \*
    - 4.4.3 Principal, Janine Attlesperger | Humbolt (HES)\*
    - 4.4.4 Head Teacher, Carrie Sullivan | Seneca (SES) \*
    - 4.4.5 Director, Trina Fell | Humbolt Child Care Center (HCCC) \*
  - 4.5 Superintendent's Report/ Superintendent Mark Witty
    - 4.5.1 Prospector Early Learning Update

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- 4.5.1.1 Community Initiated Project (CIP) Grant- The Federal Government has not passed a new budget so none of the CIP grants were funded this year in the USA. Grant SD #3 CIP Grant will be carried forward by Senator Merkley and Senator Wyden to hopefully be funded in January of 2026.
  - 4.5.1.2 State of Oregon Directed Capital Project Fund -In Representative Owens office; This grant will be attempted in the next Oregon Legislative Session.
  - 4.5.1.3 Business Oregon Infrastructure Grant- We need a partner to have this grant; hoping the ESD can partner with the school district. The ESD can manage the grant without the required matching grant if a school district submitted. The Grant ESD a board meeting next Wednesday to confirm that they are willing to submit the grant on behalf of our Early Learning Collaborative.
  - 4.5.1.4 Facilitation- partners at the airport. April 3<sup>rd</sup>, great meeting, Mark went there wondering if partners are committed—but after the meeting he felt good about it. Head Start is the one challenge that we have in Grant County. The program has not been in operation this year. Umatilla-Morrow Head Start is in charge of the program in Grant County. The distance creates hardship—Superintendent Witty is working the Umatilla-Morrow County Head Start program to identify solutions. There will be an update at the next board meeting.
  - 4.5.2 Strategic Planning Committee Meeting \*- Board Member Amy Charette and Board Member Kris Beal were able to attend; Mark felt good about feedback. The committee was provided with information related to achieving the goals of the Strategic Plan. Feedback was provided which was primarily positive.
  - 4.5.3 Secure Rural Schools Reauthorization Update - The SRS has not been reauthorized at this point in time. This year Grant SD #3 received \$356,000 which is significant for our budget. We are continuing to lobby for the reauthorization of SRS funding.
  - 4.5.4 Oregon Legislature
    - 4.5.4.1 PERS Buy Down 1.68 which accounts for approximately \$130,000 reduction of our PERS increase.
    - 4.5.4.2 Capital Projects – OSCIM Grant - This bill would allow for a District to get the matching funds without passing a bond. This will not be passed this year but the seed has been planted and potentially will gain steam in the next legislative session.
    - 4.5.4.3 SPED & High Cost Disability – An additional \$200 million we only get funded for 11 percent of our IEP students. The state is looking at bumping up funding to 15%. Hoping additional revenue of \$200,000 to come to the school district.
  - 4.5.5 Evaluation Training – Betty Palmer will provide training April 18th to Admin and teacher representative.
  - 4.5.6 Renew America Grant Update – GU HVAC - Superintendent Witty is remaining hopeful that the \$650,000 award will come through but at this point there has been no new information to report.
  - 4.5.7 Naming Softball Field Update- Jake Taylor and M.T. Anderson have volunteered to help with this decision. There are 8 different proposals; The Naming Committee will meet at 5 pm tomorrow to review the process and set the dates for the next steps in the process. The goal is to have a recommendation to the board in the May Board Meeting
  - 4.5.8 Plaques for Malone and McConnell Fields – We are considering including a QR code on the plaque, the code would allow visitors to read background information as they visit the fields. The link from the QR code can be updated and information can be added as needed.
  - 4.5.9 Negotiations with JDEA- Amy Charette and Will Blood have been involved. We are close to an agreement. We are hoping to get a CBA to the board for ratification in the May Board Meeting. The tone of the negotiations was conversational, honest and open. Board members Charette and Blood reported that it was a good process.
  - 4.5.10 Calendars for School Year 2025-26 and 2026-27- We are waiting for the signed CBA before the calendars can be presented to the board for approval.
  - 4.5.11 Senator Wyden - Opportunities to Advocate - Staff members of Senator Wyden’s office will be at the district office tomorrow. It is an opportunity for us to advocate for the SRS funding, economic development in Grant County and the Renew America Grant. Amy Charette and Will Blood will be able to attend.
- 4.6 Seneca 2025/26 Plan Seneca School had a vibrant year marked by growth, discovery, and community engagement. Educators Carrie Sullivan (grades 3-6) Stacey Durych (grade K–2<sup>nd</sup>) led classroom efforts

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while partnerships with the Burns Paiute Tribe and the U.S. Forest Service enriched learning through hands-on activities, outdoor education, and cultural events. Students participated in academic and social-emotional development programs. Activities include: 4-6 grade went to the Outdoor School at the Oregon Museum of Science and Industry's camp Hancock Field Station, 6<sup>th</sup> grade attended Outdoor School at Lake creek Youth Camp, field trips at Southworth Ranch, US Forest Service allowed students to have hands on learning with skittles and ice cream, skulls, bones for anatomy, and archaeological digs, the Mitchell Track and Field meet; community service projects with the Burns Paiute Tribe, students honored with an invite to the Burns Paiute Tribe Pow Wow, a Thanksgiving feast in which students help prepare and serve the meal, and Christmas events including a Hug a Tree survival workshop. In 2025-2026, Stacy Durych will step into the role of head teacher. Carrie Sullivan will be returning to Humbolt to teach 5th grade, and Seneca will be hiring a .5 FTE teacher. The school is considering an alternating block schedule. Forecasting students: 5 of the 12 students will go to middle school next year. It appears that there is potential for 8 young students to attend Seneca soon. In efforts to expand access and family support, the school bus will now depart from John Day at a later time; students are allowed to participate in free after-school clubs. Stacey Durych will take a route to offer this later bus. Enhancements are a part of our commitment to supporting working families by addressing both childcare and commuting challenges, making a Seneca education more accessible than ever before. After school clubs will include Culture and Curiosity club; Theater and Talent club; Games, Puzzles & Strategy club, Outdoor Explorers Club, TinkerLab club, and the Kitchen Chemistry club. Clubs will run back-to-back so parents will always have options for students to participate throughout the year. The vision for learning is to nurture imagination. Seneca is honored to continue our partnership with the Paiute Tribe. Students thrive in agricultural and outdoor learning adventures. In promoting Seneca school, the brochure welcomes students for multi-age, project-based learning. Seneca will revive a tradition by hosting and Mayfair and Oyster feed day. The event will include delicious food and local flavors, silent auction and raffles. Games, face painting, etc. Seneca is celebrating the successes of the school year and looking forward to growth and possibilities. Seneca is funded at a higher rate per student than Humbolt. Seneca specializes in small, individualized attention. If student numbers increase, the staffing will increase; if student population drops, it will create financial challenges for the District.

4.7 Quantitative Survey\*- The survey has given the district valuable data on how to better serve students and their families. We learned of the need to shift our systems with regard to how we communicate with families. Superintendent Witty is familiar with this process due to his experience in Baker. We are asking questions from our parents' lens: how are we impacting you? What is challenging you? Through these questions, we find a deeper understanding of how to help support the role of a parent by the school.

4.8 Review Downsizing Measures to Date\* Mary Jo Evers prepared a financial report of the downsizing efforts for 2025-2026. The big issue for us is the PERS increase. Last fall we cut an admin and confidential position. We will be reducing two EA positions, 3.5 certified positions, 1 online certified replaced by an EA and a reduction of the number of coaches in athletics. We will be able to continue to operate all current programs. Superintendent Witty and Business Manager Mary Jo Evers are comfortable with the plan for the budget in SY 2025-26 but a critical factor will be the Secure Rural Schools and Community funding. The District currently receives \$356,000 dollars through Grant County. As of this date the SRSC reauthorization has not occurred.

4.9 Construction/Capital Projects Update MW –

4.9.1 GSD3 Project Tracker \* The greenhouse and chicken shed at Humbolt will be functional by May, next fall it will be ready to go. It looks beautiful.

4.9.2 GSD3 Project Updates \* HVAC project challenge point is getting the electrical gear on time. If the gear is available, electricians will be able to come in and complete the project quickly this summer, if not there is no way to complete the project for the fall of 2025.

5) **CONSENT AGENDA:**

5.1 Recommend Approving 3/12/2025 Board Meeting Minutes

5.1.1 3/12/25 Regular Meeting

5.2 Recommend Accepting New Hires:

5.2.1 Amy Hunt | Summer School Co-Director/Teacher

5.2.2 Kelli LaFramboise | Summer School Co-Director/Teacher

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- 5.2.3 Breanna Apostol | Full Time Teacher
- 5.2.4 Amanda Gibbs | Humbolt Teacher
- 5.2.5 Bobbie Boethin | Humbolt Teacher
- 5.2.6 Shanley Cobb | Humbolt Teacher
- 5.2.7 Holly Wick | Humbolt Teacher
- 5.3 Recommend Accepting Employment Role Transfer:
  - 5.3.1 Stacy Durych | Teacher to Head Teacher Seneca
  - 5.3.2 Elijah Humbird | HS Assistant Football Coach to JH Head Football Coach
  - 5.3.3 Sharon Watterson | JH Assistant Volleyball Coach to JH Head Volleyball Coach
- 5.4 Recommend Accepting Employment Role Addition:
  - 5.4.1 Dennise Blevins | Summer Custodian
  - 5.4.2 Randy Mooney | Summer Custodian
  - 5.4.3 Kalinn Cummings | SPED Track and Field IA
  - 5.4.4 Kenna Combs | SPED Track and Field IA
- 5.5 Recommend Accepting Employment Resignations:
  - 5.5.1 Cheryl Hendron | Library Assistant
  - 5.5.2 Ty Baker | JH Football Coach
- 5.6 Recommend Accepting First Reading of Policies
  - 5.6.1 March Policies to be Updated
- 5.7 Approval Consent Agenda (Entire Section): Motion: ZB; Second: KB; Unanimous: Yes

**6) NEW BUSINESS:**

- 6.1 Approve the Evaluation of Superintendent \*- Jake Taylor commented that he appreciates the hard-working efforts of Superintendent Mark Witty. Superintendent Witty stated, “any successes in the district are made as a team, a collaboration of all staff. We have made significant progress but there is still work to be done. Motion to approve the Superintendent's Evaluation was made. AC/CL—all in favor
- 6.2 Approve 2025-26 Budget Calendar Revision \*-There is an error in the calendar; add May 27<sup>th</sup> as the first budget meeting. Motion to approve the corrected Budget Calendar was made.CL/ MP -- all in favor
- 6.3 Approve recommendation for Insurance Agent of Record\*- Chris Labhart and Kris Beal are on the team reviewing proposals for the agent of record; four quality agents were reviewed, the committee narrowed it down to two. Kris reported that both presentations by agents were very good; experience is important with school districts; especially experience with flooding. OnCourse has been recommended as agent of record. Motion to approve OnCourse as insurance agent of record was made. AC / CL-- All in favor
- 6.4 Presentation of 2025-2027 Integrated Guidance Plan\* Mark Habliston from the ESD presented the process followed in getting approval for the Integrated Guidance Plan.. Integrated Guidance is the process of combining specific state funding streams into one process of application and reporting. One program that is being added to the district this year is Early learning. The various state grant programs include High School Success, Student Investment Account, Early Literacy Success School District Grant, and Early Indicator and intervention System. Families, students and district staff were surveyed to discover stakeholder priorities. The various surveys brought forward priorities. Strategies, outcomes, key investments, performance and growth targets, are reported in the attached plan. Correction on the plan: EIIS and Early Literacy amounts are incorrect and should be switched. Superintendent Witty stated the reason we have more programming for our students is because of SIA and HSS funding. In 2014 we were operating without the money from these funds. We offer a lot to our students through this state funding. District budgeted for EIIS at \$62,546; it could possibly double that fund. Money can only be spent K-3, so that creates some difficulties. Tiered programming has been created to utilize increased potential funding. Money is being used for staff training. ODE sent out email to notify districts that growth targets have been paused. The district is asking for board approval to be able to apply for new funding.
  - 6.4.1 Public Comment—no public comments
  - 6.4.2 Vote to Approve Integrated Guidance Plan - Motion to approve was made and seconded by KB/JT, all in favor. KB/JT –all in favor

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7) **FUTURE CALENDAR DATES | 2025 | ALL Meetings are held at District Office, unless otherwise specified:**

- 7.1.1 5/21 – Board Meeting | 7:00PM
- 7.1.2 5/27 – Budget Committee Meeting | 6:00PM

8) **BOARD REPORTS:**

- 8.1 **KB: As always, I am amazed at what is going on. Parents have commented that they also are happy with all the activities too. Professional development on Friday's, and student activities are great.**
- 8.2 **M.T. A: This school is special here. I have kids that attended this school for eleven years. I will fight tooth and nail to keep this school open because it means something to me and my family. Covid kicked our butt by losing students, but I hope we can move forward and keep things moving. I appreciate commitment by Stacey Durych and Mark Witty.**
- 8.3 **AC: Students and teachers, thank you for your presentations and thoughtfulness for extra work and Stacey for driving the school bus. It was nice to hear positive work that has been done and the commitment. The early learning meeting that was held was very informative. I appreciate Mark's commitment to make that happen. Negotiations went really well; I appreciate everyone's commitment to keep things moving forward.**
- 8.4 **CL: I did interviews for Humbolt teachers; applicants really want to be here. State Legislature will likely pass a cell phone ban all day. (kids adjusted and adapted to GU new cell phone rules, students didn't love it, but they responded) Federal Government may make some big cuts on Head Start; it might go away, but we need to be aware. Thank you, Seneca, for your presentation.**
- 8.5 **ZB: Kudos for Stacey to drive the mini bus. Impressed with turnout for the parent teacher conference.**
- 8.6 **WB: Thanks to Mark and others on the work for the PERS deficit and getting ahead of the cut. It will help things be less painful. Negotiations were pleasant and honest. The board members are appreciative that the staff agreed to continue with the 12 additional Fridays because teachers want what is best for students. Mark is very appreciative. It was a temporary adjustment, but teachers have agreed to continue with the additional 12 Fridays in the contract for three more years. It was a big win for students and everyone. Seneca students were very confident and impressed during their presentation. When this board was first seated two years ago, we didn't know what to do with Seneca; after hearing the presentation, I was impressed, and it will appeal to potential students.**
- 8.7 **JT: I appreciate Seneca staff thinking outside of the box. Stacey's presentation was impressive and after school programs and hands on approach creates a family friendly environment. As far as the minibus goes: it's a big deal and I appreciate however that is going to happen. It can change the whole format and the community will thank you for that. Cell phone rules and regulations: it is something we are going to have to address. The social aspect of cell phone use, and helping students learn to use phones appropriately is important. I appreciate the board members who step up and serve on extra committees. Everyone is busy, but everyone picks up slack. I appreciate all the extra work others do.**

[Board Packet posted on district web site at: https://grantsd3.schoolinsites.com/](https://grantsd3.schoolinsites.com/)

Grant School District No.3 does not discriminate in employment, educational programs and activities, on the basis of race, national origin, color, creed, religion, gender, gender identification, sexual orientation or associational preference, age, disability, veteran status. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at: (541)575-1280 | 401 N Canyon City Blvd,

MW-- Mark reminds the board for May 3<sup>rd</sup> event, all board members and spouses are invited to attend. Hoping for 40-60 people to attend.

9) **TOTAL IN ATTENDANCE:**

- 9.1 In Person:   10
- 9.2 Via Zoom:   5

10) **ADJOURNED:** 9:03 PM KB/ZB all in favor

Approval of Meeting Minutes:

X: \_\_\_\_\_ Date: \_\_\_\_\_

Mark Witty, Superintendent

X: \_\_\_\_\_ Date: \_\_\_\_\_

Will Blood, Board Chair

**Board of Directors:**

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor  
Superintendent: Mark W. Witty | Website: <https://www.grantschooldistrict.org/>





# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## PERSONNEL SELECTION FORM

APPLICANT SELECTED: Drew Lusco

POSITION: Assistant Football Coach

\*FIRST DAY OF WORK: Aug/25 WORK HOURS PER DAY: 2.5

# APPLICATIONS RECEIVED: 2 # PERSONS INTERVIEWED: 2

EXPERIENCE: Assistant Wrestling, College Football

EDUCATION: Bachelor's Degree, Master's Degree in progress.

NAMES OF REFERENCES CHECKED: Matt Jones, Mitch Wilson

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: ☐ YES ☐ NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Mitch Wilson Shanna Northway

Mariah Moulton

NAMES OF ALL PERSONS INTERVIEWED:

Ty Baker

Drew Lusco

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Zane Rookstool (Interim)

REASON FOR LEAVING: ☐ RETIRED ☒ RESIGNED ☐ TERMINATED ☐ NEW POSITION

DATE OF NOTICE OF POSITION: 3/11/25 DATE APPLICATIONS CLOSED: 4/29/25

CLASSIFICATION (select one): ☐ CLASSIFIED ☐ LICENSED ☐ ADMINISTRATOR  
☐ CONFIDENTIAL ☒ COACH ☐ EXTRA DUTY

LANE: HS. Assist STEP/YEARS: 0 SALARY: 4381.05 (select one) ☐ Hourly  
Split 50% w/ ☐ Annually  
Ty Baker ☒ Season

☐ Contract issued

☒ RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: \_\_\_\_\_

*\*ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]  
SIGNATURE OF SUPERVISOR

4/29/2025

DATE FORM COMPLETED

[Signature]  
SIGNATURE OF SUPERINTENDENT

5/5/2025  
DATE



# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## PERSONNEL SELECTION FORM

APPLICANT SELECTED: Ty Baker

POSITION: HS Assistant Football Coach

\*FIRST DAY OF WORK: Aug/25 WORK HOURS PER DAY: 2.5

# APPLICATIONS RECEIVED: 2 # PERSONS INTERVIEWED: 2

EXPERIENCE: 3 Years Football at Grant Union

EDUCATION: HS

NAMES OF REFERENCES CHECKED: Mitch Wilson, Andy Lusco

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR: ☐ YES ☐ NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Mitch Wilson

Shanna Northway

Mariah Moulton

NAMES OF ALL PERSONS INTERVIEWED:

Ty Baker

Drew Lusco

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Zane Rookstool (Interim)

REASON FOR LEAVING: ☐ RETIRED ☒ RESIGNED ☐ TERMINATED ☐ NEW POSITION

DATE OF NOTICE OF POSITION: 3/11/25 DATE APPLICATIONS CLOSED: 4/29/25

CLASSIFICATION (select one): ☐ CLASSIFIED ☐ LICENSED ☐ ADMINISTRATOR  
☐ CONFIDENTIAL ☒ COACH ☐ EXTRA DUTY

LANE: HS Asst FB STEP/YEARS: 0 SALARY: 4381.05 (select one) ☐ Hourly  
Split 50% w/ ☐ Annually  
Drew Lusco ☒ Season

☐ Contract issued

☒ RECOMMENDED TO THE BOARD FOR HIRE

DATE OF BOARD APPROVAL: \_\_\_\_\_

\*ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.

[Signature]  
SIGNATURE OF SUPERVISOR

4/29/2025

DATE FORM COMPLETED

[Signature]  
SIGNATURE OF SUPERINTENDENT

5/7/2025  
DATE

Trinity Morris  
27392 Bragga Way Rd  
John Day, OR 97845  
(541) 620-4646, trinityjojo1219@gmail.com

March 30th, 2025

Grant Union JSHS  
911 S Canyon Blvd  
John Day, OR 97845

Dear Andy Lusco,

I am writing to inform you that I am resigning from my position as a High School Assistant Wrestling Coach, as well as the Junior High Wrestling Coach at Grant Union Junior Senior High School.

As a young mother I am struggling to balance home life and work life. I feel that my priority and main focus is to be home to support my children and family. I feel that when I am coaching I'm not able to fully commit, and feel guilty for time spent away from my family. My goal in life is to be the best mother and spouse that I can be. Wrestling is a long season that I feel takes a toll on our family, and has kept us from being able to explore other opportunities that may be more beneficial to us in the long run. Even so, this decision was not an easy one to make, but I believe that until our family is done growing, and my children are older, this is what's best. I am excited to devote much of my time and attention back to my spouse, children, and home. My husband has put some of his own opportunities on hold to help pick up my slack during the time I devoted during sports seasons. By making this decision he has already been able to pursue some of these opportunities, and I'm looking forward to seeing how they will help the growth and well being of our family.

I want to express my gratitude for the opportunity to coach these last few years. It has been so much fun, I enjoyed those that I worked with, and loved getting to know the kids, and watch their successes. I have learned a lot and developed new skills that will be invaluable in my future endeavors. As mentioned earlier, this was not an easy decision to come by, and I will miss being a part of the program, and the sport. If there is anywhere I can help in the coming seasons, by volunteering at home meets, or a day here and there I would be happy. I'd like to thank you, as well as all of the other coaching staff for the knowledge that you have passed on to me, and the time you devoted to helping me learn the ropes of coaching. I will miss you all next year!

Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I would like to add that there were times throughout this last season, where I felt a disconnect between the goals for the future of the program, and how to carry that between Junior High and High School. It put some additional stress on myself as I was involved in both sides. Moving forward I believe it would be beneficial to have a sit down meeting with all coaches prior to the season starting, and allow the space to talk about goals, expectations, values, and for all coaches to get on the same page.

Thank you for your understanding and support in this matter. I am proud to have been a part of the Grant Union Wrestling Program. I'm excited to watch you all in the upcoming seasons, and hope that someday when our family is in a better place you will allow me to return to a position on your staff.

Sincerely,

Trinity Morris

4-29-2025

Dear Mr. Lusco,

Please accept my resignation from the position of assistant girls wrestling coach. It has been a pleasure to learn to coach wrestling and become a better coach under your guidance, in combination with Coach Parsons' expertise. Thanks for allowing me to be a part of this outstanding program and I wish you much success moving forward.

Truly,  
Angie Lusco

4-30-2025

I would like to confirm that I am not interested in coaching middle school football.

Thanks,

Elijah Humbird

## OSBA Model Sample Policy

Code: AC

Adopted:

### Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR - Discrimination Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

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<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. "Race" also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

### **Civil Rights Coordinator**

The superintendent or designee is the district's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
  - a. The notice of nondiscrimination<sup>2</sup> required by OAR 581-021-0045; and
  - b. The district written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to district staff on civil rights issues in the district;
6. Respond to questions and concerns about civil rights in the district;
7. Coordinate efforts to prevent civil rights violations from occurring in the district; and
  - a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):
    - (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
    - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;

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<sup>2</sup> The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.



- (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
  - (4) Identifying discrimination and reports of discrimination;
  - (5) Responding to reports of discrimination;
  - (6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
  - (7) Preventing discrimination in public school programs and activities;
  - (8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
  - (9) Tracking and documenting reports of discrimination.
- b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:
- (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
  - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
  - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
  - (4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.<sup>3</sup>

## END OF POLICY

### Legal Reference(s):

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.321</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 326.051(1)(e)</a>	<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 581-021-0047</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 581-021-0650 - 0665</a>
<a href="#">ORS 659.815</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 659.850 - 659.860</a>	<a href="#">ORS 659A.230 - 659A.233</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 581-075-0001 - 075-0005</a>
<a href="#">ORS 659A.001</a>	<a href="#">ORS 659A.309</a>	<a href="#">OAR 581-075-0901</a>

<sup>3</sup> Training must first be completed by June 30, 2025.

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).  
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R. Part 1626 (2019).  
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).  
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).  
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

# OSBA Model Sample Administrative Regulation

Code: AC-AR  
Adopted:

## Discrimination Complaint Procedure

{Required administrative regulation. OAR 581-022-2370 requires districts to have complaint procedures, including for complaints of discrimination. Federal law also requires discrimination complaint procedures. *This is the March 2023 published version of this administrative regulation and is the recommendation following the invalidation of the 2024 Title IX regulations.*}

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

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

Step 1: {<sup>1</sup>} Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.

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

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

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

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 30 days of receipt of the appeal by the Board.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

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<sup>1</sup> For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

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

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal<sup>2</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

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<sup>2</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

## DISCRIMINATION COMPLAINT FORM

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

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Name of Person Filing Complaint	Date	School or Activity
---------------------------------	------	--------------------

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

Type of discrimination:

- |   |   |  |
|---|---|--|
| <input type="radio"/> Race<br><input type="radio"/> Color<br><input type="radio"/> Religion<br><input type="radio"/> Sex<br><input type="radio"/> National or ethnic origin<br><input type="radio"/> Gender identity<br><input type="radio"/> Other _____ | <input type="radio"/> Mental or physical disability<br><input type="radio"/> Marital status<br><input type="radio"/> Familial status<br><input type="radio"/> Economic status<br><input type="radio"/> Veterans' status | <input type="radio"/> Age<br><input type="radio"/> Sexual orientation<br><input type="radio"/> Pregnancy<br><input type="radio"/> Discriminatory use of a Native American mascot |
|---|---|--|

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

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

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Suggested solution/resolution/outcome: \_\_\_\_\_

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This complaint form should be mailed or submitted to the principal.

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

# OSBA Model Sample Policy

Code: GBN/JBA  
Adopted:

## Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures<sup>{1}</sup>.

### OREGON DEFINITION AND PROCEDURES

#### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>2</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or

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<sup>1</sup> Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).

<sup>2</sup> “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent<sup>3</sup>.<sup>{4}</sup>

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, <sup>{5}</sup>physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

## Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Mark Witty Superintendent 541-575-1280 [markwitty@grantesd.org](mailto:markwitty@grantesd.org)

Shanna Northway HS Principal 541-575-1799 [northways@grantesd.org](mailto:northways@grantesd.org)

Janine Attlesperger Elementary Principal 541-575-0454 [attlespergerj@grantesd.org](mailto:attlespergerj@grantesd.org)

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX coordinator.<sup>{6}</sup> See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

## Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

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<sup>3</sup> "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

<sup>4</sup> {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

<sup>5</sup> {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

<sup>6</sup> {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

### **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. <sup>{7}</sup>

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;

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<sup>7</sup> {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}



3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### **Notice**

When a person<sup>8</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>9</sup>:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as

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<sup>8</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>9</sup> Remember confidentiality laws when providing any information.

a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

### **Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.

### **FEDERAL DEFINITION AND PROCEDURES**

#### **Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>10</sup>;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in

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<sup>10</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

## **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

## **Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

Superintendent is designated as the Title IX coordinator and can be contacted at 541-575-1280. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook. <sup>{11}</sup>

## **Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>12</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>13</sup> to the complainant and

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<sup>11</sup> {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

<sup>12</sup> (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>13</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

by following a grievance procedure<sup>14</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>15</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>16</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## **Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.
4. Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary<sup>17</sup>, or both.

## **No Retaliation**

Neither the district or any person may retaliate<sup>18</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or

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<sup>14</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>15</sup> The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

<sup>16</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

<sup>17</sup> Of the United States Department of Education.

<sup>18</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

## **Publication**

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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

[ORS 243.706](#)  
[ORS 332.107](#)  
[ORS 342.700](#)  
[ORS 342.704](#)  
[ORS 342.708](#)

[ORS 342.850](#)  
[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

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

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

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

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

# Grant School District 3

Code: GBN/JBA-AR(1)  
Revised/Reviewed: 5/09/01; 3/14/12; 5/09/12;  
10/17/18; 8/19/20; 11/18/20  
Orig. Code: GBN/JBA-AR

## Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
<u>Mark Witty</u>	<u>Superintendent</u>	<u>541-575-1280</u>	<u>markwitty@grantesd.org</u>
<u>Shanna Northway</u>	<u>H.S. Principal</u>	<u>541-575-1799</u>	<u>northways@grantesd.org</u>
<u>Janine Attlesperger</u>	<u>Elementary Principal</u>	<u>541-575-0454</u>	<u>attlespergerj@grantesd.org</u>

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

**Step 1** The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 2** If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final<sup>1</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

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<sup>1</sup> If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).



Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**Grant School District No. 3**  
**401 N Canyon City Blvd., John Day, OR 97845**  
**(541) 575-1280**

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant School District No. 3**  
**401 N Canyon City Blvd., John Day, OR 97845**  
**(541) 575-1280**

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.


Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# DAIRY ITEMS

## INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

(Purchases costing less than \$250,000)

Supplier Name:		Nicholas and Company			Eberhard			Shamrock Dairy		
Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)
<ul style="list-style-type: none"> <li>Delivery Frequency: Weekly</li> <li>Bid will be honored for: 25/26</li> </ul>										
1. Product name & specification: Milk 1% ½ Pint Carton	600	16.78	10,068.00	<input type="checkbox"/>	16.28	9768.00	<input type="checkbox"/>	20.56	12,336.00	<input type="checkbox"/>
2. Product name & specification: Cottage Cheese 5 pound	100	13.97	1397.00	<input type="checkbox"/>	15.32	1532.00	<input type="checkbox"/>	12.95	1295.00	<input type="checkbox"/>
3. Product name & specification: Milk, Choc 1% ½ Pint	250	17.91	4477.50	<input type="checkbox"/>	16.72	4180.00	<input type="checkbox"/>	20.62	5155.00	<input type="checkbox"/>
<b>Total:</b>		\$15942.50			\$15480.00			\$18786.00		
*Bidder Selected (BS) on lowest bottom-line price *Bidder Selected (BS); sponsor can award all items to one bidder (lowest bottom-line price) or award purchase on a line-item basis (lowest line-item price). Sponsor needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Sponsors can state that either option may be used by the school to award the purchase.										
<b>Method of contact: Email/Fax/Mail/In person/Phone</b> Bill Joseph      Janet      Jaclynn West										
<b>Name of person quoting pricing:</b> April 1, 2025      April 1, 2025      April 11, 2025										
<b>Date contacted:</b> Bill commented that they purchase dairy from a vendor to supply dairy to customers, Eberhard is one of the companies they purchase dairy items from.										
<b>Additional Notes:</b> The vendors acknowledges and certifies that his/her company complies with the Buy American provision that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes, substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance										
Signature of person completing this form: 										
Date: April 11, 2025										

<b>Name of bidder selected:</b> Eberhards <b>Bidder selected was notified on:</b> May 22, 2025 <b>Method of notification:</b> Phone	(If notification was in writing attach document to the procurement log/evaluation matrix) (Email/Fax/Mail/In person/Phone)
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# INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

(Purchases costing less than \$250,000)

Supplier Name:		Nicholas And Company			Shamrock			Sysco		
Items to be Purchased:	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (□)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (□)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (□)
● Delivery Frequency: _Mondays and Thursdays Weekly as needed_										
● Bid will be honored for: _25/26 School year (number of day(s)/week(s)/month(s)) (sponsor will state time period)										
1. Product name & specification: Pizza, Breakfast Turk Sausage 128 3.3 oz	20	68.98	1379.60	□	70.91	1418.20	□	N/A		□
2. Product name & specification: Cereal, Cocoa Puffs 96 1.06 oz	20	56.73	1134.60	□	55.60	1112.00	□	N/A		□
3. Product name & specification: Tortilla Flour 8" pressed 24/12 count	10	54.12	541.20	□	59.46	594.60	□	N/A		□
4. Product name & specification: Chili, Con Carne W/ Beans 6/#10 cans	5	88.00	440.00	□	83.94	419.70	□	N/A		□
5. Product name & specification: Dressing Ranch, Katy's 2/ 1gal	20	38.43	768.60	□	38.04	760.80	□	N/A		□
6. Product name & specification: Tyson Chicken Patty WG 1/33 lbs	8	104.63	837.04	□	107.93	863.44	□	N/A		□
Total:		\$5101.04			\$5168.74			\$n/a		
*Bidder Selected (BS) on lowest bottom-line price		□			□			□		
*Bidder Selected (BS); sponsor can award all items to one bidder (lowest bottom-line price) or award purchase on a line-item basis (lowest line-item price). Sponsor needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Sponsors can state that either option may be used by the school to award the purchase.										
Method of contact: Email/Fax/Mail/In person/Phone		Phone and email			Phone and email			Phone and email		
Name of person quoting pricing:		Bill Joseph and Melissa Barber			Jaclynn West			N/A		
Date contacted: Apr 1, 2025		A								
Additional Notes: Based on ease and timely delivery / which delivery should be delivered early mornings in order for cafeteria staff to have adequate food items		Nicholas and Company has not been able to guarantee a timely delivery. We have			Shamrock has consistently delivered items at 6:00 am and as early as 5:45. We have not			Called and emailed Sysco April 1st, 2025, received a confirmation that a		

and produce to prepare for the week of Breakfast and lunches. Preferably by 7:00 to 8:30 AM. Representatives for both of these companies have been very easy to work with and willing to help wherever they can.	received orders as late as 3:00 PM and no sooner than 10:30 AM. Several warehouse mistakes have resulted in wrong items sent Early in the School year a staff member needed to drive through town looking for the truck to get items for that day's lunch.	had any mistakes from the warehouse and our representative makes sure the items we are needing are available	representative would be contacting me and I have not had any kind of response
Signature of person completing this form: <i>Robert Jones</i>			Date: April 9, 2025

Name of bidder selected: Shamrock  
 Bidder selected was notified on: May 22, 2025 (If notification was in writing attach document to the procurement log/evaluation matrix)  
 Method of notification: phone (Email/Fax/Mail/In person/Phone)

**Additional Notes:** The vendors acknowledges and certifies that his/her company complies with the Buy American provision that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes, substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance.

# GRANT SCHOOL DISTRICT 3

## 2025-26

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12-14 New Teacher Orientation & Training  
 18-21 Teacher Inservice  
 19-21 Instructional Assistant Inservice  
 25 First Day of School  
 (4 Student Days, 4 Teacher Only Days)

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 Labor Day  
 12 Instructional Assistant Inservice  
 (17 Student Days, 3 Friday Work Days, 1 Holiday)

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

2 NO School Elementary Students  
 2-3 Parent/Teacher Conferences ALL Schools  
 10 State In-Service/Instructional Assistant Inservice  
 23 End of 1st Quarter (35 days)  
 24 Teacher Grading Day  
 (18 Student Days, 3 Teacher Only Days, 2 Friday Work Days)

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

11 Veterans Day Observed  
 14 Student Friday School Day  
 11/26-11/30 Thanksgiving Break  
 (14 Student Days, 1 Friday Work Day, 2 Holidays)

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

12/19-1/4 Christmas Break  
 25 Christmas Day  
 (12 Student Days, 2 Friday Work Days, 1 Holiday)

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 New Year's Day  
 5 School resumes  
 15 End of 2nd Quarter (38 Days)  
 16 Teacher Grading Day  
 19 Martin Luther King Jr. Day Observed  
 (15 Student Days, 1 Teacher Only Day, 2 Friday Work Days, 2 Holidays)

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

6 Instructional Assistant Inservice  
 16 Presidents' Day Observed  
 20 Student Friday School Day  
 (16 Student Days, 2 Friday Work Days, 1 Holiday)

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13*
16	17	18	19	20
23	24	25	26	27
30	31			

6 Instructional Assistant Inservice  
 \*13 Possible makeup day for school closure  
 20-29 Spring Break  
 (14 Student Days, 2 Friday Work Days)

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24*
27	28	29	30	

2 End of 3rd Quarter (39 days)  
 3 Grading Day  
 9 NO School Elementary Students  
 9-10 Parent/Teacher Conferences ALL Schools  
 \*24 Possible makeup day for school closure  
 (18 Student Days, 2 Teacher Only Days, 1 Friday Work Day)

May 2026				
M	T	W	T	F
				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

\*1 Possible makeup day for school closure  
 25 Memorial Day Observed  
 (15 Student Days, 3 Friday Work Days, 1 Holiday)

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

6 Graduation  
 9 Last day of school (37 days)  
 11 Half Day for Staff  
 19 Juneteenth Observed (12 mo.)  
 (6 Student Days, 2 Teacher Only Days, 1 Friday Work Day, 1 Holiday)

July 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3 4th of July Observed (12 mo.)

Teacher Only 12	Friday Work Days 19	Student 149	Holidays 8
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# GRANT SCHOOL DISTRICT 3

## 2026-27

August 2026				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

11-13 New Teacher Orientation & Training  
 17-20 Teacher Inservice  
 18-20 Instructional Assistant Inservice  
 24 First Day of School  
 (5 Student Days, 1 Friday Work Day, 4 Teacher Only Days)

September 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 Labor Day  
 11 Instructional Assistant Inservice  
 (17 Student Days, 2 Friday Work Days, 1 Holiday)

October 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8 NO School Elementary Students  
 8-9 Parent/Teacher Conferences ALL Schools  
 16 State In-Service/Instructional Assistant Inservice  
 22 End of 1st Quarter (35 days)  
 23 Teacher Grading Day  
 (17 Student Days, 3 Teacher Only Days, 2 Friday Work Day)

November 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 Veterans Day Observed  
 13 Student Friday School Day  
 11/25-11/29 Thanksgiving Break  
 (15 Student Days, 1 Friday Work Day, 2 Holidays)

December 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

12/18-1/3 Christmas Break  
 25 Christmas Day  
 (11 Student Days, 2 Friday Work Days, 1 Holiday)

January 2027				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 New Year's Day Observed  
 4 School resumes  
 14 End of 2nd Quarter (38 Days)  
 15 Grading Day  
 18 Martin Luther King Jr. Day Observed  
 (15 Student Days, 1 Teacher Only Day, 2 Friday Work Days, 2 Holidays)

February 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

5 Instructional Assistant Inservice  
 15 Presidents' Day Observed  
 19 Student Friday School Day  
 (16 Student Days, 2 Friday Work Days, 1 Holiday)

March 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12*
15	16	17	18	19
22	23	24	25	26
29	30	31		

5 Instructional Assistant Inservice  
 \*12 Possible makeup day for school closure  
 19-28 Spring Break  
 (15 Student Days, 2 Friday Work Days)

April 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30*

1 End of 3rd Quarter (39 days)  
 2 Grading Day  
 8 NO School Elementary Students  
 8-9 Parent/Teacher Conferences ALL Schools  
 \*30 Possible makeup day for school closure  
 (17 Student Days, 2 Teacher Only Days, 2 Friday Work Days)

May 2027				
M	T	W	T	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

\*7 Possible makeup day for school closure  
 31 Memorial Day Observed  
 (16 Student Days, 2 Friday Work Days, 1 Holiday)

June 2027				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

5 Graduation  
 8 Last day of school (37 days)  
 10 Half Day for Staff  
 18 Juneteenth Observed (12 mo.)  
 (5 Student Days, 2 Teacher Only Days, 1 Friday Work Day, 1 Holiday)

July 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 4th of July Observed (12 mo.)

Teacher Only	Friday Work Days	Student	Holidays
12	19	149	8



# **COLLECTIVE BARGAINING AGREEMENT**

**between**

**JOHN DAY EDUCATION ASSOCIATION**

**and**

**GRANT SCHOOL DISTRICT NO. 3**  
**Canyon City, Oregon**

**for**

**July 1, 2025 through June 30, 2028**

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**AGREEMENT BETWEEN GRANT SCHOOL DISTRICT NO. 3  
AND  
JOHN DAY EDUCATION ASSOCIATION**

This agreement is entered into by and between the Board of Education on behalf of Grant School District No. 3, Grant County, Oregon, hereinafter referred to as the district, and the John Day Education Association, hereinafter called the association, affiliated with the Oregon Education Association hereinafter called the OEA and the National Education Association, hereinafter called the NEA.

**ARTICLE I - STATUS OF AGREEMENT**

- A. The district recognizes the association as the sole and exclusive bargaining representative for all teachers, "as defined by Oregon Statute" employed in positions requiring licensure except that substitute teachers, teachers less than one-half (1/2) time, supervisory and confidential employees are excluded. Temporary teachers employed for less than ninety (90) continuous calendar days are specifically excluded from the bargaining unit. New employees appointed to positions as delineated above shall receive the benefits provided for herein upon commencement of active employment. There shall be no subcontracting of existing bargaining unit positions.
- B. This agreement shall modify, replace, or add to any policies, rules, regulations, procedures, or practices of the district, which are found to be contrary to or inconsistent with its terms.
- C. There shall be two (2) signed copies of the final agreement for the purpose of records. One (1) shall be retained by the district and one (1) by the association.

**ARTICLE II - MANAGEMENT RIGHTS**

- A. The district, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights and authority, duties, and responsibilities conferred upon and invested in it by the laws and constitution of the State of Oregon. Such powers, rights, authority, duties, and responsibilities shall include but are not limited to the right to:
  - 1. The executive management and administrative control of the school system and its properties and facilities;
  - 2. Hire all employees and the right to determine their qualifications and the conditions of their continued employment or their discipline, suspension, dismissal, demotion, promotion or transfer;
  - 3. The right of assignment and direction of work of all of its personnel, and to determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this agreement, and the right to establish, modify or change any work or business hours or days;

4. The unqualified right to establish the school calendar;
5. Determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein;
6. Adopt reasonable rules and regulations;
7. Determine the qualifications of employees;
8. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities;
9. Determine the placement of operations, production, services, maintenance, or distribution of work and the source of materials and supplies;
10. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations;
11. Determine the size of the management organization, its functions, authority, amount of supervision, and table or organization;
12. Determine the policy affecting the selection or training of employees providing such selection shall be based upon lawful criteria.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the district shall be limited only by the specific, written terms of this agreement and then only to the extent that such terms are in conformance with the constitution and the laws of the State of Oregon.

- B. Management rights described above are subject to bargaining over mandatory bargaining changes in working conditions.

### **ARTICLE III - ASSOCIATION RIGHTS**

- A. Information: Upon request by the association, the district agrees to furnish to the association all public information necessary for its functioning as exclusive bargaining representative and the names and addresses of new employees (i.e. teachers). The association will reimburse the district for all costs incurred in the development and production of the same.
- B. Release Time for Meetings:
  1. The District shall grant employees who are designated representatives reasonable time to engage in the following activities during the public employee's regularly scheduled work hours without loss of compensation, seniority, leave accrual or any other benefits:
    - a. Investigate and process grievances and other workplace-related complaints on behalf of the Association;
    - b. Attend investigatory meetings and due process hearings involving represented employees;

- c. Participate in or prepare for proceedings under ORS 243.650 to 243.782, or that arise from a dispute involving a collective bargaining agreement, including arbitration proceedings, administrative hearings, and proceedings before the Employment Relations Board;
  - d. Act as a representative of the Association for employees within the bargaining unit for purposes of collective bargaining;
  - e. Attend labor-management meetings held by a committee composed of employers, employees and representatives of the Association to discuss employment relations matters;
  - f. Provide information regarding a collective bargaining agreement to newly hired employees at employee orientations or at any other meetings that may be arranged for new employees;
  - g. Testify in a legal proceeding in which the public employee has been subpoenaed as a witness; and
  - h. Perform any other duties agreed upon by The District and the Association in a collective bargaining agreement or any other agreement.
2. The District may not reduce a public employee's work hours in order to comply with subsection (1) of this section except to prevent an employee from working unauthorized overtime hours.

- C. School Facilities: With prior approval from the building principal, school buildings may be used for association meetings at reasonable times. With prior approval of the building principal, the association shall also have the right to use school equipment. The association shall reimburse the district for out-of-pocket expenses arising from such use. Upon the completion of the staff meeting, members will have an additional ten (10) minutes reserved for Association meetings as needed. Attendance by staff during the period of such announcements shall be voluntary.

The Association shall have the right to meet with current employees during regular work hours at the employees' worksite to address grievances, complaints, and matters related to employment relations.

- D. Representation: Bona fide representatives of the association shall have the right to visit teachers during duty hours by prior arrangement with the building principal.
- E. Bulletin Boards: A portion of the existing bulletin boards in each faculty lounge shall be reserved for the exclusive use of the Association. Any materials posted on same shall bear the signature of the authorizing association official.
- F. Mail Facilities: The association shall have the right to use the inter-school mail facilities and school mailboxes, provided all such material is clearly identified as originating from the association.

- G. The Association shall have the right to use the District's computers and email system to communicate with bargaining unit members regarding Association business.
- H. The purpose of this article is to recognize the right of the association to represent teachers with respect to wages, hours, and conditions of employment in accordance with ORS 243.650.
- I. The district will grant the association and its members a total of ten (10) days paid leave for association business limited to those activities directly related to collective bargaining issues between the district and the JDEA or as needed to fulfill the requirements of JDEA or OEA leadership positions. JDEA or OEA will reimburse the district for the cost of substitute teachers.

#### **ARTICLE IV – COMPLAINT PROCEDURE**

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern will first discuss the matter with the school employee involved in a timely manner. Complaints made directly to Board members or administrators prior to discussions with the employee should be referred to the affected employee and attempt to resolve it before moving to the next step unless the safety of students or other employees are in question. Refer to school board policy KL-AR (1) Public Complaint Procedure and KLD-AR - Complaints about School Personnel for further clarification of the process. The Association and Superintendent will mutually agree to which policy will be used if the issue is not resolved with the employee. Below is a basic outline of the steps of both policies if the complaint is not resolved with the employee.

##### **The Administrator: Step One**

If the individual is unable to resolve a problem or concern with the employee, the individual will file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

##### **The Superintendent: Step Two**

If Step One does not resolve the complaint, within 10 working days of the written response from the supervisor, the complainant file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

##### **The Board: Step Three**

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion,

the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board will use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

1. If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.
2. The Board will hold the hearing in executive session if the subject matter qualifies under Oregon law. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.
3. The timelines may be extended upon written agreement between the district and the complainant.

#### **ARTICLE V - NONDISCRIMINATION**

The association and the district affirm their adherence to the principles of free choice and agree that they shall not discriminate against any employee covered by this agreement because of age, race, religion, sex, national origin, or the presence of any physical handicap.

#### **ARTICLE VI - EVALUATION OF LICENSED EMPLOYEES**

- A. All employees will be evaluated in accordance with the District's evaluation policy. Provisions exist for additional evaluations at the request of the licensed employee or at the discretion of the administration.
- B. A joint committee of an equal number of Association members and District administrators, not less than two (2) each, shall review annually the Evaluation Plan. No changes to the Plan shall occur unless recommended by this committee. The John Day Education Association shall elect the Association members of the committee.

#### **ARTICLE VII - RIGHTS OF PROFESSIONAL EMPLOYEES**

- A. **Just Cause:** No contract employee\* shall be suspended, non-extended, or receive a written reprimand or oral reprimand if a conference summary is included in the personnel file without just cause. The foregoing shall not apply to suspension pending discharge as provided for in ORS 342.805-342.930 accountability for schools for the 21st-century law. Nor does it apply to the assignment or retention of extra-duty positions.

*\*A contract employee is one who has successfully completed a three (3) year probationary*

*period.*

- B. Disciplinary Meetings: An employee shall be entitled to have a representative present, and to be advised of such under the provisions of this contract, at any meeting of an investigatory nature when requested by the employee. When a request for such representation is made, up to 5 working days will be given for the employee to obtain such representation. Teachers may not be represented by family members but may be represented by an elected official of the JDEA or the OEA. No action shall be taken with respect to the employee until such representation is present. Any dismissal of a contract teacher shall be in accordance with Oregon Statutes.
- C. Student Grading: No student grade assigned by the responsible teacher will be changed by the district as long as the grade(s) given is (are) consistent with district grading practice and is (are) supported by adequate documentation. In the event it has been proved that these guidelines have not been followed, the district shall retain the right to change a student's grade.
- D. Personnel Files: Employees shall have the right to review personnel files upon request during business hours as per ORS 342.850. All employee personnel records shall be considered confidential and access to these records shall be denied to the public and the media.
- E. Criticism: Criticism is any negative remark or complaint against an employee. Any criticism related to the teaching assignment of an employee by a supervisor, administrator, or other agents of the employer shall be made in confidence and never in the presence of students, parents of students, other employees, or at public gatherings. All critiques made shall be confidential.
- F. Organizing: Teachers shall have the right to organize, join, and assist the association, and to engage in other activities, individually or in concert for the purpose of establishing, maintaining, protecting, or improving conditions of professional service and the quality of the educational program.
- G. Assignments: Assignment changes are defined as grade-level changes at the elementary level. For the high school, an assignment change would be a change in four (4) blocks or more of an assigned subject or a required change in room assignment. This does not apply when a teacher requests to change classrooms or assignments. Teachers shall receive their teaching and room assignments by mail/email at the last known address for the subsequent school year no later than ten (10) days prior to the first-day staff report back to work, except in the case of staff being hired with less than (10) days prior to staff return in-service. Teachers who have a qualifying change in teaching assignment(s) as defined in this section shall receive up to two (2) days per diem to prepare for such assignment change, as per their needs.



- H. Position Vacancies: During the school year the District shall post, at an established location in each building, an announcement of any job opening within the District. Any current employee may apply for the job opening, and, if the employee meets the qualifications for the position, will be interviewed for the position. When school is not in session, vacancies will be posted in the District office.
1. The District reserves the right to interview both bargaining unit members and outside applicants and select the most qualified applicant, as determined by the District.
  2. If the District determines it necessary to amend an announcement of a job opening after it has been posted, the District will provide those employees who have formally applied notice of this change.
  3. All employees requesting a transfer to a vacancy, or new position, shall be notified within five (5) days of the position being filled.
- I. Emergency Licensed Teachers are on a one-year temporary contract. They will need to reapply for openings. These teachers' licenses are only good for one year at a time, they'll need to reapply through TSPC each year. They must complete their licensure program within 3 years, which includes completing a bachelor's degree and passing all necessary TSPC tests.
- J. Safe Working Conditions. The District will provide teachers with safe working conditions by complying with all state and federal health and safety laws. If a teacher is subject to physical or verbal abuse by students or parents including but not limited to harassment, intimidation, bullying, cyber-bullying, and menacing, the teacher may submit a complaint in writing to their immediate supervisor, and any such situation will be dealt with in accordance with Board Policies.

## **ARTICLE VIII - GRIEVANCE PROCEDURE**

- A. Purpose: The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems relating to the administration of this agreement which may from time to time arise. The parties agree that these proceedings will be kept informal and confidential, consistent with the ultimate goal of resolving the grievance at each step of the grievance procedure.
- B. Definitions:
1. Grievance: An alleged violation of a specific provision of this agreement.
  2. Grievant: The person filing the grievance, or the association in a class grievance.
  3. Days: Teacher contract work days during the school year and days that the district office is open during the summer break.
  4. Class Grievance: A grievance which is filed by the association. Class grievances may be filed initially at step 2 by the association. Otherwise, the initiation, processing, and resolution of class grievances shall follow the identical procedures established for the resolution of grievances. The association shall identify a class grievance as such, at the time it is initiated.

5. Occurrence: When grievant or association knew of or reasonably should have known of the violation.
- C. Grievance Format: Written grievances as required herein shall contain the following:
1. It shall be signed by the grievant or grievants;
  2. It shall contain a synopsis of the facts giving rise to the alleged violation;
    - b. It shall cite the section or subsection(s) of this contract alleged to have been violated;
    - c. It shall contain the date of the alleged violation;
    - d. It shall specify the relief requested.
- D. Time Limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process. Time limits shall not be extended or modified except by written agreement of the parties hereto.
- E. The failure of the district to respond within the time limits set forth herein will constitute a rejection of the grievance at that level and thereby allow the association to take the grievance up at the next step within the time limit specified therein, if applicable. Failure of the association to comply with a time limit set forth herein shall constitute acceptance of the district's position on the matter.
- F. Representation: The grievant may be represented by himself/herself, or, at his/her option, by a representative of the association. No grievance shall be submitted to binding arbitration except by the association.
- G. Procedure:

#### INFORMAL

1. Step One - Supervisor: The grievant, as defined above, shall, within ten (10) days of the occurrence of the grievance, discuss it with the supervisor, with the objective of resolving the matter informally. The supervisor shall have five (5) days in which to respond orally, including reasons, to the grievance.

#### FORMAL

2. Step Two - At the time of that response, if the grievant is not satisfied, the grievant will indicate their intent to proceed. The grievant will submit a written statement to the immediate supervisor within twenty (20) days following the occurrence of the grievance.

The written statement shall contain all items listed in Section C, Grievance Format, listed above.

The supervisor shall respond in writing to the grievant within ten (10) days; a copy of

his/her response shall also go to the JDEA. Any and all attempts should be made to resolve misunderstandings at this level.

3. Step Three - Superintendent: If the grievant is not satisfied with the disposition of his/her grievance at Step Two, he/she may file a formal grievance, signed, and in writing with the Superintendent within five (5) days after the completion of Step One procedures. The written grievance shall follow the format listed in section C of this article. The Superintendent shall investigate the grievance. The Superintendent shall have five (5) days in which to respond in writing to the grievance.
4. Step Four - School Board: If the grievant is not satisfied with the decision of the Superintendent, the grievance may be presented to the board. The appeal to the board shall be by way of a letter from the grievant, which shall have all correspondence presented or received at prior steps attached to it. The letter shall be delivered to the Superintendent, as the agent for the board, within five (5) days of the date of the Superintendent's response to the Step Three grievance. The board will make a written response to the grievance within five (5) days after the next regularly scheduled board meeting.
5. Step Five - Arbitration: If the grievant is not satisfied with the decision of the board, the matter may be submitted to binding arbitration by submission of written notice to the district superintendent of intent to arbitrate within five (5) days of completion of Step Four procedures.
  - A. Upon receipt of such notification, the parties shall have ten (10) days in which to mutually agree upon an arbitrator. If none is selected, either party may, within ten (10) additional days, request arbitration from the Oregon Employment Relations Board. The parties shall then be bound by the Voluntary Labor Arbitration Rules of the AAA in selecting an arbitrator.
  - B. The arbitrator so elected shall confer with the representatives of the board and the association and hold hearings promptly and shall issue his/her decision. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issue submitted. The decision of the arbitrator shall be submitted to the board and the association within thirty (30) days and shall be final and binding on both parties.
  - C. The arbitrator shall only have the authority to hear a grievance filed and processed in full compliance with the procedure outlined herein and shall not be empowered to add to, expand, or detract from the specific and express terms of this agreement.
  - D. The costs for the services of the arbitrator, including per diem expenses, if any, and travel and subsistence expenses, and the cost of any hearing room, will be borne

equally by the board and the association. All other costs will be borne by the party incurring them.

#### H. Miscellaneous

1. Separate Grievance File: All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Cooperation: The district shall cooperate in the investigation of a grievance and promptly furnish information or documents (other than documents that are otherwise exempt under Oregon public record statutes and/or Federal Privacy Act provisions) requested by the association in order to process the grievance.
3. Association Rights: The association shall have the right to be present and to state its view beginning at Step Two of the grievance procedure.
4. Written Decisions: All decisions of the grievance procedure after Step One (1) shall be in writing setting forth the decision and the reasons therefore and shall be transmitted as per the time indicated in each step to all parties involved and to the association.

### **ARTICLE IX - WORK YEAR**

- A. Teacher work year, to be assigned by the district, shall be 188 working days. The 188 working days shall include the following paid holidays:

Labor Day  
Veteran's Day  
Thanksgiving  
Christmas Day  
New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day

- B. It is the intent of the district that the established Christmas and Spring vacation periods shall be continued. In the event the district decides not to continue such vacation periods in the future, such change will be discussed with the association before the decision to make the change is finalized.

- C. When schools are closed because of inclement weather, ice, snow, a heat index of over 100

degrees, an Air Quality Index of over 200, or other emergencies or hazardous conditions, employees shall not be required to report to work and will suffer no loss of pay or benefits. The district reserves the right to make up any lost time when schools are closed due to these conditions without additional compensation.

- D. When classroom conditions are such that comfortable environmental conditions for learning cannot be ensured, for example if temperatures fall below 60 degrees F (15.6 degrees C) or exceed 90 degrees F (32.22 degrees C), an adjustment to the classroom settings will be implemented.
- E. Teachers shall adhere to the daily schedule and shall make no commitments that will preclude their being present in their assigned responsibilities. Requests for exceptions must be submitted to their supervisor prior to the teachers' absence and/or late arrival/early leaving. Teachers shall not leave the campus to which they are assigned during class or preparation period, or normal working hours other than a lunch break, without the consent of their supervisor, or supervisor's designee.

#### **ARTICLE X- WORK HOURS**

- A. Regular building hours for teachers shall be 7:30 am to 4:00 pm inclusive of a duty-free lunch period of no less than thirty (30) consecutive minutes.

Student Days: 149 days at the rate of 8.5 hours per day.

Teacher Only Fridays: 6 Fridays at the rate of 7 hours per day.

Friday Work Days: 19 Fridays at the rate of 7 hours per day.

(GU Student Contact Time: 9:00 am to 12:00 pm.)

Inservice Days: 6 days at a rate of 8 hours per day.

Paid Holidays (including Christmas): 8 days at a rate of 8.5 hours per day.

Elementary certified staff shall be provided with four (4) hours of uninterrupted preparation and collaboration time each Friday. This time shall not be interrupted or scheduled over by administrative activities, including but not limited to staff meetings and training sessions. The intent is not to preclude individual or small group meetings with administration.

In exceptional circumstances, the administration reserves the right to convene meetings to address urgent matters or specific situations requiring immediate attention. This may include emergencies or pressing concerns impacting the school community.

The administration may reserve up to four (4) Fridays per academic year for required professional development activities. Notification of these dates shall be provided to staff at the beginning of the school year.

In the interest of supporting student achievement, Response to Intervention (RTI) meetings

may be scheduled during this four-hour time block, provided they are necessary and relevant to the staff member's assigned students. Such interruptions shall be minimized to preserve the intent of the preparation time. Notification of these dates shall be provided to staff at the beginning of the school year.

Grant Union will have a total of 28 hours of professional development divided out over Friday workdays. Staff will be given two weeks notice of upcoming professional development training.

- B. Additional minutes are added per student day. The allocation of the additional minutes as instructional time and/or preparation time will be dependent upon the specific school's instructional minutes to ensure our schools meet Division 22 Standards for the State of Oregon. The determined preparation time will not be used by the district administration to schedule required meetings.
- C. Meetings, Activities, or Events Required Outside of Regular Workday
  - 1. Employees may be required to attend previously scheduled events, meetings, or activities outside their normally scheduled workday as directed by the building principal or designee. Attendance at up to three of these events may be required of all staff, with trade time given as compensation. A total of six hours of trade time for these events shall be credited to each employee at the beginning of each school year. The use of such trade time is defined in item 3 below. These required events shall be in addition to parent-teacher conferences. Such required events, meetings, or activities may be scheduled only by and through the building principal or designee, with as much advance notice as possible.
  - 2. The building principal or designee will designate each event, meeting, or activity under this section as one of the following:
    - a. one of the "up to four" required events, meetings, or activities which each teacher may be required to attend over the course of the year; or,
    - b. an event, meeting, or activity for which the teacher may elect to participate and will be given "trade time" as described in section 3 below; or
    - c. an event, meeting, or activity for which the teacher will be paid the per diem rate to compensate for the time.
  - 3. "Trade time" is an even exchange of time for the teacher's attendance at an event, meeting, or activity as described in 2a and 2b, above. Teachers may use their accrued trade time during their regularly scheduled prep time or at other times or other nonstudent contact hours excluding in-service days. Trade time shall not be utilized when a previously scheduled event, meeting, or activity has been scheduled during the workday. Teachers who have scheduled "trade time" shall not be denied the time if the event, meeting, or activity was not previously scheduled at the time of the trade time request. Teachers must notify the building principal of their use of trade time. Such trade time should be used during the academic year. However, if a teacher is unable to use all

accumulated trade time during the academic year, trade time from one academic year may be carried over to the following academic year, not to exceed a balance of thirty-two (32) hours. Teachers will document the above time uses as prescribed by the District.

- a. Events scheduled outside of the normal work week (Monday through Thursday) and/or on holidays will be volunteer-only events for staff to attend. Exceptions to this are extra-duty positions.
  - b. Employees required to participate in multi-disciplinary team meetings or IEP meetings related to the formulation or implementation of special education services will receive advance notice, except in case of emergency.
- D. Building and program supervisors have the option of adjusting employee time schedules when it is in the best interest of the program and students' needs.
- E. Teachers who wish to teach a zero period class, one which is scheduled before the start of the school day, may either be compensated the equal amount of time during the regular work day or be paid at a rate of which they are currently paid per hour as determined by the salary schedule. It will be decided at the beginning of the term they teach zero hours and continue through the assignment. The assignment must be mutually agreed upon by the employee and District.
- F. When all other options have been exhausted and adequate notice has been given, building administrators may assign teachers to cover another classroom during their regular prep period and will receive a stipend at the teacher's per diem rate of pay or comp time during non-student hours. When elementary teachers must combine classes, they will be compensated at the substitute rate in addition to their regular pay.
- G. Each building administrator will provide a calendar of dates for regularly scheduled meetings to the staff at the beginning of the year meeting may be subject to change.
1. The calendar will provide for no more than two (2) staff meetings per month excluding professional development meetings; not to exceed one (1) meeting per week. Excludes leadership and schoolwide committees.
  2. Administrators shall be reasonable in scheduling meetings and activities. Adequate notice of meetings and activities shall be provided to staff. Adequate notice is defined as seventy-two (72) hours or three (3) working days. Emergency meetings will not fall into this category.
  3. Staff assigned to more than one (1) school will not be expected to attend more activities or meetings than a licensed employee assigned to just one (1) school.
- H. IEP Meetings All staff listed as invited to IEP meetings will be expected to be in attendance at such meetings without exception. No staff member shall be required to remain beyond the

length of the normal workday due to IEP meetings. If a staff member is required to stay beyond contract hours they will be awarded trade time by the administrator.

- I. Preparation Time During their regularly scheduled work hours self-contained classroom teachers will receive a minimum of 120 minutes of preparation per week during the 4 days students are present.

## **ARTICLE XI- FRINGE BENEFITS**

### **A. Medical/Dental/Vision Insurance:**

The district shall offer all medical/dental/vision plans offered by the Oregon Educator's Benefit Board. Either party may reopen at any time during the duration of this agreement to negotiate plan selection in order to mutually agree on a means to avoid or reduce taxes, penalties and/or fines. The district shall pay the "unit price" for the options chosen. Any eligible employee may "opt-out" of insurance at open enrollment period.

The district will pay a maximum of \$1,650 for the 2025-2026 school year, \$1750 for the 2026-27 school year and \$1,850 for the 2027-2028 for Medical/Dental/Vision insurance premiums for the duration this contract. Premiums beyond the cap are to be paid by the employee.

Subject to the rules and regulations of the insurance carrier, OEBC, and the IRS, eligible employees who maintain and provide proof of another employer-sponsored group health plan may opt-out of District sponsored health insurance coverage. Employees who opt-out of health insurance coverage, and who are otherwise eligible for full District contributions toward insurance premiums, shall receive 55% of the employee's maximum District insurance contribution as a contribution toward a District sponsored Health Reimbursement Arrangement (HRA).

Employees who qualify for a full District cap and select a District sponsored health insurance package that costs less than the District's insurance cap will receive a monthly contribution to their Health Savings Account (HSA) equal to 100% of the difference between the District cap and the actual cost of the monthly insurance premium, or if ineligible for an HSA to the HRA.

When a bargaining unit member is covered under insurance by a spouse who is also a bargaining unit member he/she may elect the following: If one spouse elects to opt out of coverage, the spouse who retains the insurance coverage shall have his/her spouse's District contribution applied to his/her covered out-of-pocket insurance expenditure. Any money remaining shall remain with the District. Upon agreement by other labor groups in the District when an employee of the District is covered under insurance by a spouse who is also an employee of the District he/she may elect the following: If one spouse elects to opt out of coverage, the spouse who retains the insurance coverage shall have his/her spouse's District contribution applied to his/her covered out-of-pocket insurance expenditure. Any money



remaining shall remain with the District.

- B.** The District shall pay the 6% employee contribution to the Public Employees' Retirement System. If legislation is enacted to prevent the District from making the contribution on the employee's behalf, salaries shall be adjusted at that point in time by like amount less the percentage of payroll costs associated with such adjustment.

- C. Life Insurance:** The district shall provide a \$50,000 life insurance policy, with double indemnity for accidental death or dismemberment for each employee working 35 hours or more per week. Those employees hired prior to 7/1/96 will be considered grandfathered in that the district will continue to pay full life insurance benefits.

Those employees hired after 7/1/96 and working less than 35 hours per week will be given a pro-rated amount towards the life insurance premium. The pro-rated amount will be given only if the balance is provided by the employee.

Any employee hired prior to 7/1/96 involuntarily reduced to below 35 hours per week will continue to receive full district-paid life insurance benefits.

- D.** The District will purchase ground and air life flight medical family insurance, for each certified employee working one-half time or more.
- E.** Teachers not committed to returning to the district for the following year shall be covered under the provisions of the above only through September 30th of that year. Such employees may, however, subject to the approval of the insurance carrier, obtain at their expense, coverage under the established district medical and dental and vision plan for a limited time period. Teachers losing their position as a result of district action (Reduction in Force) shall receive insurance benefits as follows: Teachers not completing the full school year will receive ninety (90) days of their current benefits from the date of layoff. Those teachers completing the full school year will receive their current benefits to September 30th.
- F.** Employees must work a minimum of one hundred forty (140) hours per month to qualify for full benefits, with the exception of the summer months when the district will continue to pay the premium for eligible returning employees. Those employees hired prior to 7/1/96 will be considered grandfathered in that the employee will continue to receive full district-paid benefits.
- G. Mileage Reimbursement:** The district shall reimburse district-required mileage at the IRS mileage rate in effect on July 1st of each year. This rate will remain the same for the entire school year.
- H.** Employees can enroll under the optional benefit and insurance programs available through the Oregon Educators Benefit Board at the employee's expense. Program participation is subject to the provider's guidelines and regulations.
- I. Tuition Reimbursement:** The district shall provide tuition reimbursement, according to the

cost of the school/program attending for all certified employees, for up to six (6) quarter hours each year. The following shall apply to reimbursement:

1. Classes to be within the area of teaching assignment; or
  2. Classes must be Level 400 or higher and related to the methods, processes, strategies, or other aspects of their teaching area, or otherwise approved in writing by the Superintendent prior to taking the class.
  3. Classes outside numbers 1 and 2 above must have the approval of the building principal and Superintendent.
  4. Reimbursement requests will be honored for classes based on prior approval of the principal and Superintendent and money still available in the tuition reimbursement budget (line 2210). A copy of the transactions for the account will be available for JDEA's review.
  5. Teachers will apply for credits to be reimbursed (up to 6 quarter hours per year) prior to June 1<sup>st</sup>. Reimbursements will be distributed no later than June 30<sup>th</sup>. If, by June 1<sup>st</sup>, the total dollar amount applied for exceeds the annual budgeted amount of \$15,000 in the fund, those teachers applying will be refunded on a percentage basis.
  6. The district will not pay for any class for which other reimbursement or rate reduction has been paid, except that part of the said charge which was not covered by other reimbursement or rate reduction.
  7. Reimbursement shall be paid only for earned credit
  8. The teacher must be an employee of the district to receive reimbursement.
- J. If a licensed employee completes the necessary credits for advancement to a higher educational level on the compensation schedule, an adjustment in placement on the schedule, to be effective in the subsequent school year, will be made only if the licensed employee notifies the Superintendent/ or designee in writing prior to September 1 with proper verification of having successfully completed the additional course work prior to November 1st.
- K. To move horizontally on the schedule, licensed employees must complete graduate coursework through a state-accredited university or college. Licensed employees must receive a "C" or better grade, or a "P" for pass/fail course work.
- L. Horizontal movement on the schedule will be granted for District-offered training outside the workday under the following conditions:
1. CTE educators twelve (12) hours of training equals one (1) credit hour.
  2. Each licensed employee can earn a maximum of forty-five (45) non-transferable credit hours during his/her tenure with Grant School District #3 with prior approval of the Superintendent.
  3. When utilizing in-district staff as presenters, the presenter will be compensated at the employees per diem subject to any COLA increases. Presenters are paid for hours of

preparation and presentation based on administration approval with a minimum of one hour and prior approval of administration.

4. Such internal credit hours earned in-district are not transferable.

M. Miscellaneous

1. All licensed employees shall receive a complimentary pass for athletic activities for themselves, their spouse, and their children under 14 when accompanied by a parent. (Musical productions excluded from passes.) Misuse of passes will result in loss of the pass for the remainder of the school year. A second incident of misuse will cause permanent revocation of the pass.
2. On the Fridays before a paid Monday holiday all licensed employees will be permitted to leave at noon on non-student contact days and will suffer no loss of pay or benefits.
3. Child Care Incentive preferential placement for employees children based on open slots on a first come first serve basis in district childcare/preschool and staff will be notified one week in advance of open enrollment. Childcare expenses will be removed from taxable income using section 125.

**ARTICLE XII- COMPENSATION**

- A. The salary schedule attached hereto as "Appendix A" is, by this reference, incorporated herein. The rate provided for in said schedule shall be the established wage for all employees and shall be effective July 1, for contract years 2025-2028. Column headings on the salary schedule shall be as follows: BS/BA in progress, BA/BS; BA/BS + 24; BA/BS + 45; BA/BS + 60, MA/MS; BA/BS + 90, MA/MS + 30.

B. Salary Placement/Advancement:

1. Teachers new to the district, who have performed contractual teaching responsibilities in the previous ten (10) years, will be placed on the salary schedule according to the level of education and the number of years of previous experience.
2. Licensed teaching experience shall be cumulative and all contracted half-time or more experience shall be considered a full year of experience for initial salary placement and the accumulation of at least 700 documented hours in any continuous four (4) year period will be considered one (1) year experience.
3. Community college teaching experience, university teaching experience, and Head Start teaching experience are counted as experience as long as the teacher is fully licensed. Career-related experience for CTE instructors will receive one year of experience for every two years in the field. The experience must match the equivalent of one calendar year. (CTE worked 7 months, would not be considered a full calendar year compared to teaching one year.)
4. Effective July first of each year all teachers, except those on the top step of each column, shall receive a step increase.
5. To move horizontally across the schedule, teachers must notify (in writing, which could include e-mail) the district of credits earned by Sept. 1 of each year.

6. Process for PDUs for Salary Advancement:
- a. One PDU equals one hour of verified and approved professional development. Twelve approved PDUs are equal to one quarter credit on the District salary schedule.
  - b. PDUs aligned with (OAR 584-090-0110) can be used for licensure renewal with TSPC. However, not all PDUs may be used for Grant School District 3 salary advancement. PDUs for salary advancement must enhance a teacher's content area knowledge, delivery of instruction, or planning with data, and must be within the teacher's field of expertise, related to their current teaching assignment, or future anticipated assignment within the district. The training should be conducted by an external expert who can provide a certificate of completion, certificate of attendance, or transcript for verification.
  - c. Do not assume that a course, class, or training you are undertaking is eligible for salary advancement. If your main purpose in taking the class is to progress on the salary schedule, it is advisable to seek confirmation from the Superintendent. Pre-approval can be obtained by submitting a form. The superintendent makes the final decision on whether PDUs qualify for salary advancement.
  - d. PDUs earned before June 9, 2023, will not be recognized for salary advancement. PDUs obtained before joining Grant School District 3 will not be acknowledged for salary advancement.
  - e. If you anticipate moving to the next column on the salary schedule due to credits, approved PDUs, or a combination of both, kindly submit the Certified Salary Advancement Form before September 1st.
  - f. General Guidelines for Eligible PDUs for Grant School District 3 Salary Advancement
    - Qualifying PDUs for Salary Advancement:
      - College classes or courses taken for PDUs instead of credit.
      - Conferences organized by an external agency capable of providing a POU certificate related to a current or future assignment within the district.
      - Training conducted by an external agency capable of providing a POU certificate related to a current or future assignment within the district.
      - Workshops organized by an external agency related to a current or future assignment within the district.
    - Non-Qualifying Professional Learning for Salary Advancement:
      - 504 Meetings
      - CPR/First Aid Certification
      - Data team meetings

- District leadership meetings
- Grade Level Meetings
- IEP meetings
- Internal curriculum writing or planning meetings
- Medicaid protocol training
- PLC meetings
- Safe Schools Training
- Staff Meetings
- State testing training
- Site Council or School Leadership Team Meetings
- TAG Meetings
- Training provided by internal staff
- Webinars or trainings conducted by internal staff

C. Miscellaneous:

1. Employees in the bargaining unit who are employed less than full-time will be paid a pro-rata portion of the applicable full-time salary.
2. Teachers employed more than one hundred eighty-eight (188) days will receive compensation in proportion to the extra time required, based on the normal load at current salary.
3. Provisions regarding extra-duty contracts are attached in "Appendix B" and are, by this reference, incorporated herein for salary purposes only. No other provisions of this contract pertain to extra-duty contracts other than the requirements of PERS.
4. Teachers shall receive the option in May of each year to either receive their summer pay in full on the last workday of the school year or continue with the normal schedule of payments on July 15 and August 15.
5. Payment of additional monies beyond the basic contract amount as provided in "Appendix A" hereof shall occur only when one of the following conditions is met:
  - a. An employee is contracted for extra duty listed in "Appendix B" hereof.
  - b. An employee works additional days beyond the maximum specified above during the normal summer vacation period when called in by the building administrator. Such work will be compensated commensurate with the per diem rate.
  - c. The Prospector Booster Club has contracted to work athletic events. In the event the Booster Club cannot fulfill this contract, both parties agree to a rate of \$25 per person per game shall be paid to the teachers taking these positions. This section shall not be construed so as to restrict, in any way, the use of unpaid employees, or volunteers at athletic events.
  - d. The district shall pay for curriculum development work assigned by their building administrator to be done outside normal work hours within the contract year at the employees per diem rate provided however, individual teachers may, by voluntary agreement, enter into an agreement with the district to do such work on a project or a per job basis at a rate other than an hourly rate as specified above.

- e. Teachers required at the District's request to obtain specific licensure will be reimbursed in full for preapproved coursework necessary to obtain a license.
- 6. Teachers shall be paid on the 15th of each month except that:
  - a. When a payday falls on a holiday or vacation paychecks shall be issued on the last workday preceding the holiday or vacation.

**D. New Hire Incentive:**

Properly licensed, newly hired on or after August 26, 2015 employees shall receive an additional incentive pay in their June paycheck during the first three years of employment upon renewal. The first year, employees shall receive \$2000 and the second and third-year employees shall receive \$1,000 each year. New first-year employees may choose to receive their bonus in their first paycheck. If the employee leaves before the end of the contract year the bonus will be deducted from their final paycheck. This does not include any employee who retires and is rehired in the same school year.

**E. Retirement:**

Teachers hired on or prior to August 25, 2015 and declare their intent to retire in writing by April 15 of the year preceding their final year will receive a ten percent (10%) increase in their salary the following year. To qualify, a teacher will need to have been employed by the district for a minimum of ten (10) years. The ten percent (10%) increase will be calculated using the teacher's highest salary received during that ten (10) year period of employment.

Teachers who do not notify the district of their intent to retire in writing by April 15 of the preceding year will receive their ten percent (10%) increase in a lump sum payment in their final paycheck.

**F. Registered Nurses:**

**1. Years of Service as a Registered Nurse and Hourly Rate:**

See Appendix C

- 2. Step Increases: The pay scale will include defined step increases based on years of service as a Registered Nurse, performance evaluations, and other relevant criteria as outlined in this Agreement, including Cost of Living Adjustments for Certified Staff.
- 3. Review and Adjustments. The pay scale shall be reviewed annually to ensure it remains competitive and equitable. Adjustments may be made based on market rates, inflation, and budgetary considerations.
- 4. Nursing Schedule. School nurses will have a prescribed schedule. Staff may adjust their schedules if necessary to support prioritized emerging student health needs.

**ARTICLE XIII- PAID LEAVES**

**A. Sick Leave - All Leaves will follow State & Federal laws.**

- 1. All teachers shall be granted ten (10) days (85 hours) sick leave or one day per month employed, whichever is greater. Sick leave for employees working less than full days will have their sick leave prorated on the basis of an 8.5-hour workday.

2. Total sick leave which can be accumulated by any teacher under this agreement shall not be limited.
3. A teacher who has accumulated sick leave during employment in another Oregon school district, shall, upon proper verification, be allowed to transfer to this district, a cumulative total of sick leave days or hours. The teacher shall be allowed to take up to 80 days, or 680 hours, of sick leave accumulated in another Oregon district. However, the accumulation shall not exceed that carried by the most recent employing district and shall not be effective until the employee has completed thirty (30) days with this district.
4. Temporary Disability Due to Pregnancy: Will follow state and federal laws.
5. Sick leave may be applied to absence caused by illness or injury of an employee or member of an employee's immediate family limited to the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of a same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken. Sick leave may be used for medical, dental, or ocular appointments when absence during working hours for this purpose is authorized at least twenty-four (24) hours in advance by the Superintendent, or his/her designee. In any instance involving the use of a fraction of day's sick leave, the minimum charge to the employee's sick leave account shall be one-quarter ( $\frac{1}{4}$ ) hour. If a substitute is required, the employee will be charged sick leave on the basis of the cost of the substitute. Substitutes are required to be paid one-half ( $\frac{1}{2}$ ) day for any time worked up to and including one-half ( $\frac{1}{2}$ ) day. Substitutes working anything beyond one-half ( $\frac{1}{2}$ ) day are required to be paid a full day's pay. The employee taking sick leave will be charged sick leave on the basis of what is required to be paid to the substitute. The teacher may, at the discretion of the district, be required to furnish a certificate issued by a licensed physician or other satisfactory evidence of illness to the Superintendent, or his/her designee. Such certification shall not normally be required except when the absence has extended beyond five (5) days.
6. When a teacher will be absent from work due to illness, the employee shall give notice to the Superintendent, or the person designated by the Superintendent to receive such notice, not later than one hour prior to reporting time on the first day of illness unless circumstances beyond the control of the teacher prevent such notification. If the absence is for consecutive days, the Superintendent or designee shall be notified of the date of return, as soon as it is known.
7. A teacher returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination or other medical evaluation at the expense of the district in order to establish medical fitness for the duties of the position, before returning to work.
8. Sick leave because of an employee's physical incapacity will not be approved when the injury or illness is directly traceable to employment other than with the district. Sick

leave benefits will be granted and charged to the employee's sick leave account, on a prorated basis, so as to pay the difference between the employee's regular base salary and his workers benefits received for as long as accrued sick leave is available when an employee suffers a compassable injury arising from employment with the district.

9. When a member of the association has exhausted or soon exhaust their accumulated sick leave, they may ask the district for permission to use donated sick leave in the event of a medical emergency. If granted, the following conditions will apply:
  - a. School district employees may each donate up to 3 days of their accumulated sick leave for another association member for emergency medical leave.
  - b. Each employee who donates time must sign a release indicating the time donated is irrevocable.

- B. Personal Leave: Each employee shall accrue two (2) days (17 hours) leave per year, cumulative to five days (42.5 hours) for personal leave purposes. Employees working less than a full day shall accumulate personal leave on a percentage basis. Such leave, when taken, shall be requested twenty-four (24) hours in advance, in writing, and approved in advance. Approval of such leave is subject to the availability of substitutes and may be denied if the day(s) requested fall during the first or last two weeks of school, or the day preceding or following a holiday or vacation day. In any instance involving the use of a fraction of a day's personal leave, the minimum charge to the employee's personal leave account shall be one-quarter ( $\frac{1}{4}$ ) hour. If a substitute is required, the employee will be charged a minimum of one-half ( $\frac{1}{2}$ ) day of personal leave. Any time taken over four and one-quarter (4.25) hours on student contact days will require charging the employee a full day of personal leave.

At the end of each school year, any unused portion of a teacher's personal leave allotment over Twenty-five and one-half (25.5) hours shall be paid out at the current Oregon Substitute Teacher rate of pay. Employees must request a payout by May 1<sup>st</sup> to be included in the June check.

- C. Bereavement Leave: When a death occurs to a member of an employee's immediate family, the employee shall be granted the necessary time off. Employees will be compensated at their regular rate of pay for up to five (5) days. Employee's assigned days off shall be excluded in computing the five (5) consecutive days of bereavement leave. Compensation for bereavement leave shall be subject to the following limitations:
  1. Members of an employee's immediate family are limited to: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of a same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster, or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken.



2. Proof of relationship and/or death may be required.
3. Bereavement leave pay will not be granted for any day on which the employee is not scheduled to work.

- D. Emergency Leave Bank: The district shall deposit in the Emergency Leave Bank, each school year, a number of days equal to the total of one-half ( $\frac{1}{2}$ ) day per teacher. However, the accumulated number of days in the Emergency Leave Bank shall at no time total more than a number of days equal to two (2) days per district teacher.

The Emergency Leave Bank will be administered by a team consisting of two (2) teachers (elected by the John Day Education Association), one (1) board member (appointed by the Board of Directors), the Superintendent, and a fifth team member representing the District to be selected by the Superintendent. This team's duty shall be to determine whether emergency leave will be with pay or without pay. If allowed with pay, that number of days will be withdrawn from the bank. If without pay, the salary for those days will be deducted from that individual's pay. When the emergency days in the bank have been depleted, no further emergency leave will be allowed with pay.

When verified as an actual emergency by the Emergency Leave Board, the district shall not deduct a teacher's last remaining personal leave day for the emergency.

- E. Professional Leave: Upon written request, on the appropriate district form, the building principal will, with 48 hours notice, authorize the absence of each certificated employee for professional instructional purposes for one (1) day per year. Other days may be authorized at the discretion of the district; the employee will be notified in writing of acceptance or reason for refusal. When professional leave is granted, the employee shall also be granted one-half ( $\frac{1}{2}$ ) day paid leave for travel time, if the professional day to be used is over 150 miles, one way, from John Day.

The district shall reimburse mileage at the IRS rate in effect on July 1st of each year when travel is required for such professional leave.

- F. Legal/Jury Leave: An employee who is required to serve upon a jury or to appear before a court as a subpoenaed witness (not as a party to the proceedings) shall have compensation reduced by the amount of compensation received. Employees will retain compensation for mileage, meals, and lodging. Employees, unless excused by their principal, must report to work promptly after the required appearance has terminated.
- G. The District and employees shall pay the required employee contributions to the Oregon Paid Family and Medical Leave Insurance as an employer-provided benefit according to state guidelines.

An Employee who receives a benefit under Workers' Compensation Insurance or Paid Family and Medical Leave Insurance may elect to use accrued sick leave to make up the

difference between their benefits and their normal [salary/wage]. Upon receiving written notice of such an election, The District shall deduct and apply the number of accrued sick leave hours necessary to ensure that the employee receives their normal salary.

#### **ARTICLE XIV - LEAVE WITHOUT PAY**

##### **A. Other Leave:**

1. The district may grant leave, without pay, for up to one (1) continuous school year for other leave, when such leave is found to be in the best interest of the District.
  2. If request for other leave without pay is made during a school year, said leave may be granted for only as long as the remainder of that school year.
  3. While on leave, the employee may elect to continue on the district benefits package at the member's own expense subject to the rules of the insurance carrier.
- B. In any instance involving use of a fraction of a day's leave without pay that the minimum deduction from the employee's pay shall be one-quarter (1/4) hour. If a substitute is required, the employee will be charged a minimum of one-half (1/2) day of leave without pay.

#### **ARTICLE XV- MENTOR TEACHER**

The district reserves the right to establish and discontinue a beginning teacher support/mentor teacher program subject to the following provisions:

1. No teacher shall be designated by an administrator as a mentor teacher unless willing to perform in that role.
2. No mentor teacher shall participate in the evaluation of a beginning teacher for purposes of action taken under ORS 342.805 to 342.955.
3. Mentor teachers will be compensated by stipend.
4. Lead Mentors will be compensated by stipend.
5. All mentors will receive a stipend for their work.

#### **ARTICLE XVI - LAYOFF AND RECALL**

- A. The procedure for reducing educator positions resulting from the school district's lack of funds to continue its education program at the anticipated level or resulting from the District's elimination or adjustment of classes due to administrative decision shall be as provided in this section.

- B. In determining educators to be retained when a school district reduces its staff under this section, the school district shall:
1. Determine whether educators to be retained hold proper licenses at the time of layoff to fill the remaining positions.
  2. Determine the seniority of educators to be retained. Seniority shall be defined as commencing with the first working day the educator worked as a bargaining unit employee but excluded all time worked in positions outside the bargaining unit. Ties shall be broken by drawing lots.
  3. Determine the educator's cultural or linguistic expertise as defined in ORS 342.934 (1)(b).
  4. Determine the competency of educators, if necessary.
- C. The District shall retain a qualified educator with cultural or linguistic expertise who has less seniority if the release of the less senior educator would result in a lesser proportion of educators with cultural or linguistic expertise compared to educators without cultural or linguistic expertise. When a qualified educator with cultural or linguistic expertise is retained, and the school district is determining which educators to retain who do not have cultural or linguistic expertise, the school district shall prioritize seniority. However, if the school district desires to retain an educator with less seniority than an educator being released under this section, the District shall determine that the educator being retained has more competence than the educator with more seniority who is being released.
- All seniority is lost when there is both a severance of employment and a break in service; however, seniority is retained if a severance of employment and a break in service is due to a layoff. In such cases, employees so affected shall retain all seniority that has been accrued as of the effective day of layoff.
- D. The district shall notify laid-off employees of a position opening by registered letter, return receipt requested, at their address of record as maintained in the Superintendent's office. Laid-off teachers shall have seven (7) calendar days from the date of receipt of such notification in which to indicate their acceptance or rejection of the position, and an additional fourteen (14) days thereafter in which to begin active employment.

If the teacher cannot be reached at the last known address (return to the district of a registered letter sent to address of record), or if the employee rejects any position offered to the employee for which the employee is certified, the employee shall forfeit all re-employment rights.

Teachers who wish to waive re-employment rights may do so by written notification to the district. Employees returning from layoff shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff. Employees who worked one-half ( $\frac{1}{2}$ ) or more of the school year in which the layoff occurred shall be advanced to the next step on the salary schedule.

Employees who worked less than one-half ( $\frac{1}{2}$ ) of the school year shall be placed on the same step they were on when the layoff occurred.

E. Arbitration of any dispute over layoff and/or recall procedures shall be as provided by Oregon Statute.

### **ARTICLE XVII- SAVINGS CLAUSE**

Should any article, clause, or provision of the agreement as per ORS 243.702, be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such article, clause, or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of the agreement.

### **ARTICLE XVIII- ASSOCIATION DUES**

#### **A. Association Dues**

1. **Dues Deduction Authorization**

Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify Grant School District #3 of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. The Association shall also notify Grant School District #3 when a bargaining unit member should no longer have dues deducted. Grant School District #3 shall enact dues deduction changes on the pay period following a notification.

2. **Processing OEA/NEA Dues Deductions**

Dues deductions shall be made monthly in an amount equal to one twelfth of annual dues, commencing with the month of September and continuing through the August pay period. Deductions for employees who join the Association after the beginning of the school year shall be prorated on a twelve-month proration schedule.

3. **Processing John Day Education Association Dues Deductions**

John Day Education Association dues shall be deducted from each member's paycheck for the full amount one time per year and shall be remitted to the John Day Education Association treasurer. The month will be selected by JDEA.

4. **Remittance of Dues Checks**

- a. **Data to OEA.** After each pay period Grant School District #3 shall send the Association an Excel-compatible register of the NEA/OEA/John Day Education Association dues, including voluntary Association contributions, deducted from each member's paycheck.
- b. **Payment to OEA.** After each pay period Grant School District #3 shall send to OEA, in a single payment, the combined NEA and OEA dues, including voluntary association contributions, deducted for the month.

- c. Payment to John Day Education Association. John Day Education Association dues payments will be deducted and paid separately from OEA/NEA dues and shall be remitted to the John Day Education Association treasurer.

5. Indemnification

The Association agrees to indemnify, defend, and hold the District harmless from employee or former-employee claims, orders, or judgments against the district concerning the dues dedications procedures outlined in this agreement.

B. Employee Information

1. Employee List.

Prior to the beginning of the school year Grant School District #3 shall provide when asked by OEA the OEA Membership Specialist an Excel-compatible database of each employee in the bargaining unit (both active members and non-members) that includes employee ID, the first date of service, FTE, classifications, or title, PERS classification, worksite and position on the salary schedule, residential address, and residential phone number. Whenever a new employee is hired into the bargaining unit or leaves the bargaining unit, Grant School District #3 shall note the employment change on the OEA/JDEA Transmittal Payroll Reconciliation and notify the Association within ten (10) of hire.

2. New Hire Contact Information

The District shall provide to the Association, in an editable digital file format agreed to by the Association, the contact information for each new hire, including name, phone numbers, work and home email addresses, and personal mailing addresses known by District. The District shall provide the required contact and employment information within 10 calendar days of the date of hire for newly-hired bargaining unit members.

3. New Hire Orientation

The Association shall have the right to meet with new employees for one hour at the employer orientation. If no employer orientation is held, the Association shall have the right to meet with every new employee for one hour within five (5) business days after the new employee's first day of work, without loss of pay or benefits.

**ARTICLE XIX- JOB SHARE**

Two individuals may group together and job share. A job share plan shall be submitted to the board by no later than the May board meeting for approval at the June board meeting.

Individuals job sharing shall receive all rights as if fully employed. Salary shall be pro-rata.

The district shall provide 100% of the fringe benefit package for a full-time teacher, to be divided or shared between the two job share employees.

Job sharing shall be voluntary.

## **ARTICLE XX - PLAN OF ASSISTANCE**

- A. Plans of Assistance will only be used for identified teaching deficiencies.
- B. Plans of Assistance will be placed in the employee's personnel file.
- C. For identified deficiencies, a Plan of Assistance will be mutually developed with the participation of the teacher. In the event that a teacher is unwilling to work on the development of the plan, the administrator will develop the plan with the support of another administrator.
  - 1. The teacher's supervisor will normally develop the plan of assistance; however, at the discretion of the administration, other administrators may be involved in the development and administration of the plan of assistance as deemed necessary and appropriate by the supervising administrator. The plan of assistance will be in effect for the period outlined in Subsection D of this Article and will provide the time needed for improvement before taking any dismissive action. The Plan shall include specific recommendations for means of improvement and suggestions of available sources of assistance.
- D. The Plan of Assistance is a formal process of supervision to focus on the improvement needed because of deficient performance as indicated by the most recent observation or evaluation report. A written Plan of Assistance is not a disciplinary document.
  - 1. A conference between the teacher and his/her supervisor will be conducted to discuss the Plan of Assistance. The Plan shall be in writing and will include the following:
    - a. A description of the deficiency/ deficiencies.
    - b. The specific correction/s that is/are expected to take place.
    - c. A plan for correcting the deficiency/(ies), criteria which will be used to ensure the correction(s), and timelines.
    - d. The specific assistance to be provided by the District and JDEA
    - e. Schedule of conferences with written progress reports.
    - f. The date by which the plan must be completed.

2. For purposes of coaching to improve performance, a teacher may invite an administrator or another supervisor to participate in any of the scheduled observations and conferences and provide personal or written feedback for the conference and/or report.

#### **ARTICLE XXI - RE-EMPLOYMENT OF RETIRED EMPLOYEES**

- A. District may, at its own discretion, offer a one-year contract to teachers wishing to retire under PERS and be re-hired.
- B. The district must receive written notice of intent to retire from the employee and a written recommendation from the employee's immediate supervisor prior to being considered for a one-year re-hire contract. The Superintendent and the board will then approve this request.
- C. Employees who choose to retire on or after December 31 of their current contract year may finish the current contract year at their current salary rate.
- D. Employees who retire and are re-hired forego all seniority rights.
- E. Employees hired back by the district will be placed at their current step level on the experience and education level attained upon retirement of the current year's salary schedule for the purpose of calculating annual salary.
- F. Re-hired employees are considered members of the bargaining unit represented by the John Day Education Association.
- G. **Benefits:**
  1. **Insurance.** Re-hired retirees may opt out of medical insurance based upon the restrictions of the insurance provider. No other benefits or compensation will be offered in lieu of the medical insurance.
  2. **Sick Leave & Personal Leave.** When an employee retires, all accumulated sick leave & personal leave is forfeited. Personal leave will be granted based on the amount offered annually through the collective bargaining agreement. Sick time leave will be granted based on Oregon Statute.
  3. All other benefits will be as per the contract agreement.
- H. District has the right to discontinue this practice at the end of each year.

#### **ARTICLE XXII - SPECIAL EDUCATION CASELOAD MANAGEMENT**

Appropriately licensed and endorsed Special Education Teachers who are responsible for both instruction and writing IEP's shall be paid on the following schedule.

The stipend will be paid biannually (December and June) based on the actual number of finalized IEP's and/or eligibility documents and meeting completed during that time frame. See Appendix D for pay schedule.

#### **ARTICLE XXIII - HARD-TO-FILL POSITIONS**

Hard-to-fill positions shall be defined as positions which are frequently vacated and/or consistently draw a low number of qualified applicants. Currently, these positions include assignments that require credentials in the areas of Math, Science, Special Education and Spanish. A position that has received no applications after being listed for one year will automatically be deemed hard to fill. Hard-to-fill positions are eligible for up to five (5) years of support with an agreement between the District and JDEA

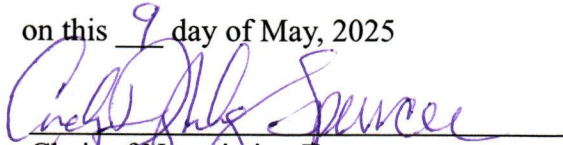
#### **ARTICLE XXIV - DURATION AND TERMINATION**

- A. This agreement shall be effective, July 1, 2025 or upon the date of signing by both parties, whichever shall occur later, and shall remain in full force and effect through, June 30, 2028. After ratification, this agreement shall not be modified in whole or in part by the parties except by instrument, in writing, duly executed by both parties.
- B. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the district and the association, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this agreement. All terms and conditions of employment not covered by this agreement shall continue to be subject to the district's direction and control.
- C. This agreement shall automatically be renewed from year-to-year and shall be binding for additional periods of one year unless either the district or the association gives written notice to the other, not later than October 1st next prior to the aforesaid expiration date of the agreement, of its desire to modify the agreement for a successive term or to terminate the agreement.



Ratified by John Day Education Association

on this 9 day of May, 2025



Chair of Negotiation Team  
John Day Education Association

Ratified by Board of Directors for Grant School District No. 3,

on this \_\_\_\_ day of May, 2025

\_\_\_\_\_  
Chair of Negotiation Team for Board of Directors

## APPENDIX A: SALARY SCHEDULES

# 2025-2026

Step	BS/BA in Progress	BS/BA	BS/BA +24	BS/BA +45	BS/BA+60 (MS/MA)	BS/BA +90 (MS/MA+30)
0	\$44,005	\$46,100	\$47,213	\$48,349	\$54,020	\$55,318
1	\$45,422	\$47,584	\$48,732	\$49,907	\$55,759	\$57,099
2	\$46,855	\$49,118	\$50,302	\$51,513	\$57,553	\$58,938
3		\$50,699	\$51,922	\$53,173	\$59,407	\$60,836
4		\$52,331	\$53,595	\$54,884	\$61,320	\$62,795
5		\$54,016	\$55,319	\$56,651	\$63,295	\$64,817
6		\$55,756	\$57,101	\$58,476	\$65,333	\$66,904
7		\$57,551	\$58,939	\$60,358	\$67,436	\$69,058
8		\$59,403	\$60,838	\$62,302	\$69,607	\$71,282
9		\$61,317	\$62,797	\$64,308	\$71,850	\$73,577
10		\$63,291	\$64,819	\$66,378	\$74,162	\$75,946
11			\$66,906	\$68,517	\$76,552	\$78,391
12			\$69,060	\$70,723	\$79,016	\$80,916
13					\$81,561	\$83,522
14					\$84,187	\$86,211
15					\$86,899	\$88,987
16					\$86,899	\$91,852

## 2026-2027

Step	BS/BA in Progress	BS/BA	BS/BA +24	BS/BA +45	BS/BA+60 (MS/MA)	BS/BA +90 (MS/MA+30)
0	\$45,325	\$47,483	\$48,630	\$49,800	\$55,641	\$56,978
1	\$46,785	\$49,011	\$50,194	\$51,404	\$57,432	\$58,812
2	\$49,291	\$50,591	\$51,811	\$53,059	\$59,281	\$60,706
3		\$52,220	\$53,480	\$54,768	\$61,190	\$62,661
4		\$53,901	\$55,203	\$56,530	\$63,160	\$64,679
5		\$55,637	\$56,979	\$58,351	\$65,193	\$66,761
6		\$57,429	\$58,814	\$60,230	\$67,293	\$68,911
7		\$59,278	\$60,707	\$62,169	\$69,459	\$71,130
8		\$61,185	\$62,663	\$64,171	\$71,696	\$73,421
9		\$63,156	\$64,681	\$66,237	\$74,005	\$75,784
10		\$65,190	\$66,763	\$68,370	\$76,387	\$78,224
11			\$68,913	\$70,572	\$78,848	\$80,743
12			\$71,132	\$72,845	\$81,387	\$83,343
13					\$84,007	\$86,027
14					\$86,712	\$88,797
15					\$89,506	\$91,656
16					\$89,506	\$94,608

## 2027-2028

Step	BS/BA in Progress	BS/BA	BS/BA +24	BS/BA +45	BS/BA+60 (MS/MA)	BS/BA +90 (MS/MA+30)
0	\$46,683	\$48,907	\$50,088	\$51,293	\$57,309	\$58,687
1	\$48,187	\$50,482	\$51,700	\$52,945	\$59,155	\$60,576
2	\$49,717	\$52,108	\$53,366	\$54,651	\$61,059	\$62,527
3		\$53,785	\$55,084	\$56,410	\$63,025	\$64,541
4		\$55,518	\$56,858	\$58,226	\$65,056	\$66,619
5		\$57,306	\$58,688	\$60,101	\$67,150	\$68,764
6		\$59,150	\$60,579	\$62,036	\$69,312	\$70,978
7		\$61,055	\$62,529	\$64,034	\$71,544	\$73,264
8		\$63,021	\$64,543	\$66,096	\$73,848	\$75,623
9		\$65,051	\$66,620	\$68,224	\$76,225	\$78,058
10		\$67,146	\$68,765	\$70,421	\$78,680	\$80,571
11			\$70,980	\$72,688	\$81,214	\$83,165
12			\$73,266	\$75,029	\$83,829	\$85,844
13					\$86,528	\$88,608
14					\$89,314	\$91,461
15					\$89,314	\$94,406
16					\$89,314	\$97,446

## **APPENDIX B: EXTRA DUTY SALARY SCHEDULES**

### **A. HEAD COACHES, ASSISTANT COACHES, AND JUNIOR HIGH COACHES:**

Group A: Head Coaches of all high school sports.

Group B: Assistant Coaches of high school sports.

Group C: Head Junior High Coaches.

Group D: Assistant Junior High Coaches

### **B. ADVANCEMENT OF STEP PLAN:**

1. Employees serving their first year as a head coach shall be paid at the first step rate.
2. Coaches not already at the top step of the range shall advance one step for each successive year of such service.
3. All coaches will be placed according to the number of years of coaching experience in that sport in the district. Coaches who transfer in will be placed by the administration.



### **C. EXTRA-DUTY CONTRACTS:**

EXTRA-DUTY/COACHING CONTRACTS in and of themselves do not require an individual to be licensed through the Teacher Standards and Practices Commission. As such, these positions are considered by Grant School District #3 Board of Directors to be temporary in nature.

1. Teacher under contract may apply for extra-duty assignments. All extra-duty contracts will be on separate contract.
2. Teachers and/or coaches on extra-duty assignments who wish to be relieved of those extra duties must request this in writing, stating the specific reasons.
3. Coaches/Advisors shall adhere to the daily schedule and shall make no commitments which will preclude their being present in their assigned responsibilities. Requests for exceptions must be submitted to their supervisor, and must be approved, prior to an absence and/or late arrival/early leaving.
4. Extra-Duty and Coaching positions are assigned on a year to year or sport seasons to sport season basis. Individuals assigned such a position are not guaranteed that position for the next year.
5. Non-certified coaches and extra-duty personnel are not a part of this bargaining unit. Coaching and extra-duty are short term in nature.
6. Extra-duty activity or sport contracts added to the program will be placed by administration at a comparable pay rate. Selection process will follow district hiring standards.

<b>Sport</b>		<b>Maximum Number of positions that will be paid with full funding High school</b>	<b>Maximum Number of positions that will be paid with full funding Jr. High</b>	<b>Maximum number of weeks of extra pay. HS only.</b>	<b>% of extra contract salary paid per week. HS only</b>
Football		Three (3)	Two (2)	Four (4)	9%
Volleyball		Two (2)	One (1)	Two (2)	9%
Basketball		Four (4)	Two (2)	Two (2)	9%
Wrestling		Four (4)	One (1)	Two (2)	9%
Soccer		One (1)	Zero (0)	One (1)	9%
Track		Three (3)	Two (2)	One (1)	9%
Baseball		Two (2)	Zero (0)	Two (2)	9%
Softball		Two (2)	Zero (0)	Two (2)	9%
Cross Country		One (1)	One (1)	One (1)	9%
Golf		One (1)	Zero (0)	One (1)	9%

2025-2026  
Extra Duty Salary Schedule  
GRANT SCHOOL DISTRICT #3

Percent Across		15%	62%		
Percent Down		3%	3%	6%	
Lane		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
 Step	0	5,038.54	4,381.05	2,704.94	2,316.00
	1	5,189.58	4,512.78	2,867.32	2,462.26
	2	5,345.15	4,647.91	3,038.80	2,565.32
	3	5,506.40	4,787.58	3,221.62	2,759.21
	4	5,671.07	4,931.80	3,414.68	2,924.87
	5	5,841.40	5,079.42	3,619.08	3,099.49
	6	6,016.28	5,231.60		
	7	6,196.83	5,388.30		
	8	6,383.06	5,550.69		
	9	6,573.84	5,716.49		
	10	6,771.44	5,887.95		

## 2025-2026

Activity	Pay Rate	Maximum Number of positions that will be paid with full funding	Maximum number of weeks of extra pay	% of extra contract salary paid per week
FBLA**	\$5,150			
Dance Team	Lane A	One (1)	One (1)	9%
Cheerleading	Lane C Step 1	One (1)	One (1)	9%
Concert/Pep			One (1)	9%
Band	\$3,378	One (1)		
Drama	\$2,026	One (1)		
	\$1608/\$3215			
Yearbook	w/o a class	One (1)		



Clubs\*      \$464 per quarter

\*At least 5 students and minimum of 2 hours per week

\*\*FBLA preapproved activities June to August paid at per diem rates



2026-2027  
Extra Duty Salary Schedule  
GRANT SCHOOL DISTRICT #3

Percent Across		15%	62%		
Percent Down		3%	3%	6%	
Lane		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
 Step	0	5,189.70	4,512.49	2,786.09	2,385.48
	1	5,345.27	4,648.16	2,953.34	2,536.12
	2	5,505.51	4,787.34	3,129.96	2,642.28
	3	5,671.59	4,931.21	3,318.27	2,841.98
	4	5,841.20	5,079.76	3,517.12	3,012.62
	5	6,016.64	5,231.81	3,727.65	3,192.47
	6	6,196.77	5,388.54		
	7	6,382.74	5,549.95		
	8	6,574.56	5,717.21		
	9	6,771.06	5,887.98		
	10	6,974.58	6,064.59		

## 2026-2027

Activity	Pay Rate	Maximum Number of positions that will be paid with full funding	Maximum number of weeks of extra pay	% of extra contract salary paid per week
FBLA**	\$5,305			
Dance Team	Lane A	One (1)	One (1)	9%
Cheerleading	Lane C Step 1	One (1)	One (1)	9%
Concert/Pep			One (1)	9%
Band	\$3,480	One (1)		
Drama	\$2,087	One (1)		
	\$1656/\$3311			
Yearbook	w/o a class	One (1)		
Clubs*	\$478 per quarter			

\*At least 5 students and minimum of 2 hours per week

\*\*FBLA preapproved activities June to August paid at per diem rates

2027-2028  
Extra Duty Salary Schedule  
GRANT SCHOOL DISTRICT #3

Percent Across		15%	62%		
Percent Down		3%	3%	6%	
Lane	→	A	B	C	D
↓ Step	0	5,345.39	4,647.86	2,869.68	2,457.04
	1	5,505.63	4,787.61	3,041.94	2,612.21
	2	5,670.67	4,930.96	3,223.86	2,721.55
	3	5,841.74	5,079.15	3,417.82	2,927.24
	4	6,016.43	5,232.15	3,622.63	3,103.00
	5	6,197.14	5,388.76	3,839.48	3,288.25
	6	6,382.67	5,550.20		
	7	6,574.22	5,716.45		
	8	6,771.79	5,888.73		
	9	6,974.19	6,064.62		
	10	7,183.82	6,246.53		

## 2027-2028

Activity	Pay Rate	Maximum Number of positions that will be paid with full funding	Maximum number of weeks of extra pay	% of extra contract salary paid per week
FBLA**	\$5,464			
Dance Team	Lane A	One (1)	One (1)	9%
Cheerleading	Lane C Step 1	One (1)	One (1)	9%
Concert/Pep			One (1)	9%
Band	\$3,584	One (1)		
Drama	\$2,149	One (1)		
	\$1757/\$3512			
Yearbook	w/o a class	One (1)		

Clubs\*      \$502 per quarter

\*At least 5 students and minimum of 2 hours per week

\*\*FBLA preapproved activities June to August paid at per diem rates

## APPENDIX C: REGISTERED NURSES SALARY SCHEDULES

### Registered Nurses Salary Schedule 2025-2026

<b>Year</b>	<b>Rate</b>
0	\$ 32.87
1	\$ 35.54
2	\$ 38.21
3	\$ 40.89
4	\$ 43.57
5	\$ 46.25
6	\$ 48.93
7+	\$ 52.53

### Registered Nurses Salary Schedule 2026-2027

<b>Year</b>	<b>Rate</b>
0	\$ 33.85
1	\$ 36.60
2	\$ 39.36
3	\$ 42.12
4	\$ 44.88
5	\$ 47.63
6	\$ 50.39
7+	\$ 54.11

### Registered Nurses Salary Schedule 2027-2028

<b>Year</b>	<b>Rate</b>
0	\$ 34.87
1	\$ 37.70
2	\$ 40.54
3	\$ 43.38
4	\$ 46.22
5	\$ 49.06
6	\$ 51.90
7+	\$ 55.73

## APPENDIX D: SPECIAL EDUCATION CASELOAD MANAGEMENT SALARY SCHEDULES

Special Education Caseload Management 2025-2026		Special Education Caseload Management 2026-2027	
# of IEP's	Rate	# of IEP's	Rate
1-6	618	1-6	637
7-12	1030	7-12	1061
13-18	1442	13-18	1485
19-24	1854	19-24	1910
25-30	2266	25-30	2334
31-36	2678	31-36	2758
37-42	3090	37-42	3183
42+	\$ 67.98 per IEP	42+	\$ 70.02 per IEP

### Special Education Caseload Management 2027-2028

# of IEP's	Rate
1-6	56
7-12	1093
13-18	1530
19-24	1967
25-30	2404
31-36	2841
37-42	3278
42+	\$ 72.12 per IEP

## APPENDIX E: ACADEMIC STIPENDS

**2025-2026**

<b>Academic Stipends</b>	<b>Pay Rate</b>
QPR Suicide Prevention Coordinator	\$ 1,236 per year
Sped Testing	\$ 1,227 per semester
Lead Mentor	\$ 1,236 per year
Leadership Team Member	\$ 1,030 per year
Seneca Head Teacher	\$ 3,605 per year
Humbolt Head Teacher	\$ 1,030 per year
Online School Teacher of Record for Core Subjects	\$ 2,575 per year
Online School Teacher of Record for Elective Teachers	\$ 26 per student
Website Stipend	\$ 3,605 per year
TAG Plan Case Managed Stipend	\$ 5,150 per year
Site Test Coordinators	\$ 2,060 per year

<b>Clubs</b>	<b>Pay rate</b>	<b>Minimum student participants</b>	<b>Minimum hours of student contact time</b>
Teacher-led clubs	\$464 per 9 weeks	At least 5 students	2 hours per week

## 2026-2027

### Academic Stipends

### Pay Rate

QPR Suicide Prevention Coordinator	\$ 1,273 per year
Sped Testing	\$ 1,264 per semester
Lead Mentor	\$ 1,273 per year
Leadership Team Member	\$ 1,061 per year
Seneca Head Teacher	\$ 3,713 per year
Humbolt Head Teacher	\$ 1,061 per year
Online School Teacher of Record for Core Subjects	\$ 2,652 per year
Online School Teacher of Record for Elective Teachers	\$ 27 per student
Website Stipend	\$ 3,713 per year
TAG Plan Case Managed Stipend	\$ 5,305 per year
Site Test Coordinators	\$ 2,122 per year

Clubs	Pay rate	Minimum student participants	Minimum hours of student contact time
Teacher-led clubs	\$478 per 9 weeks	At least 5 students	2 hours per week



## 2027-2028

<b>Academic Stipends</b>	<b>Pay Rate</b>
QPR Suicide Prevention Coordinator	\$ 1,311 per year
Sped Testing	\$ 1,301 per semester
Lead Mentor	\$ 1,311 per year
Leadership Team Member	\$ 1,093 per year
Seneca Head Teacher	\$ 3,825 per year
Humbolt Head Teacher	\$ 1,093 per year
Online School Teacher of Record for Core Subjects	\$ 2,732 per year
Online School Teacher of Record for Elective Teachers	\$ 27 per student
Website Stipend	\$ 3,825 per year
TAG Plan Case Managed Stipend	\$ 5,464 per year
Site Test Coordinators	\$ 2,185 per year

<b>Clubs</b>	<b>Pay rate</b>	<b>Minimum student participants</b>	<b>Minimum hours of student contact time</b>
Teacher-led clubs	\$492 per 9 weeks	At least 5 students	2 hours per week

### Specialty areas

Based on an approved schedule of extra hours the following duties will receive extra pay. The extra hours will be paid at an hourly per diem basis.

- Special Ed director receives up to 31 days (248 hours)
- Athletic Director up to 50 Days ( 400 hours)
- FFA advisor up to 31 they must turn in timesheet for additional days (248 hrs)
- Dean of Students will receive up to 31 Days (248 hours)
- Career Coordinator/ Academic Advisor will receive up to 31 Days (248 hours)
- Head Teacher will receive sub days in addition to a stipend.
- Behavior interventionist/Counselor receives up to 31 days (248 hours)

\* Timesheets must be submitted for days worked.

To: Grant School District Board of Directors  
Re: Naming the Softball Field

The Selections Committee: [Bob Armstrong](#), Jake Taylor, M.T. Anderson, Doug Sharp, Andy Lusco. Superintendent Mark Witty Facilitated the Process.

The selection team met on Apr 17, 2025 to review the process and set dates for future meetings. They reviewed all written material during this meeting. The nominations included:

1. Pick Axe Field
2. The Young Family
3. Prospector Veteran Memorial Park/Field
4. Prospector Patriot Park
5. Jack & Merilee Young
6. DeAnna Nash
7. Mark Croghan
8. Prospector Riverfront Field

The committee heard public testimony May 7, 2025.

The committee met May 8th, 2025 to review all information gathered and to determine a recommendation to the board. Bob Armstrong will present the recommendation to the Board on behalf of the Committee on May 21, 2025 at the regularly scheduled board meeting.

## AMENDMENT NO. 1 TO CONSTRUCTION SERVICES AGREEMENT

This Amendment No. 1 (this "Amendment") to the Construction Services Agreement ("Agreement") dated October 25, 2024, between Grant School District 3 ("Owner"), an Oregon special district, whose address is 401 N Canyon City Blvd, Canyon City, OR 97820 and Field's Tree Service ("Contractor"), an Oregon business corporation, whose address is 27783 Bumpy Road, John Day, Oregon 97845, is effective May \_\_\_\_, 2025 (the "Effective Date").

This Amendment is hereby made part of the Agreement. The provisions of the Agreement that are not amended by this Amendment remain unchanged and in full force and effect. Except as specifically modified by this Amendment, Contractor reaffirms all its obligations under the Agreement. This Amendment contains the entire understanding of the parties regarding the subject matter of this Amendment and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Amendment.

Additions are in Bold and deletions are in ~~striketrough~~.

1. CONSTRUCTION WORK; COMPENSATION

1.3 Compensation. Subject to the terms and conditions contained in this Agreement, in consideration of Contractor's timely completion of the Work in accordance with this Agreement, Owner will pay Contractor in accordance with the estimated cost on the attached Exhibit A and this Amendment to Section 1.3. Contractor will submit its invoices to Owner concerning the Work (each an "Invoice"). Owner will pay the amount due under the Invoice within thirty (30) days after Owner has reviewed and approved the Work. Owner's payment will be accepted by Contractor as full compensation for completing the Work. No compensation will be paid by Owner for any portion of the Work not completed in accordance with this Agreement. Owner will not provide any benefits to Contractor, and Contractor will be solely responsible for obtaining Contractor's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Notwithstanding anything contained in this Agreement to the contrary, Owner's performance of its obligations under this Agreement is conditioned on Contractor's performance of its obligations under this Agreement, including, without limitation, those Contractor obligations described under Section 1.1 and Section 2.1. Total compensation payable under this Agreement shall not exceed ~~\$33,500~~ **\$50,250** without prior written approval by Owner.

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be executed and effective for all purposes as of the Effective Date.

OWNER:  
Grant School District 3  
an Oregon special district

CONTRACTOR:  
Field's Tree Service  
an Oregon limited liability company

\_\_\_\_\_  
By: Mark Witty, Superintendent

\_\_\_\_\_  
By: Brad Armstrong, Owner