

Regular Meeting
Wednesday, June 18, 2025 6:00 PM

Sheridan School District Office
435 South Bridge St
Sheridan, OR 97378

Agenda

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda - Action Items**
 - Consent Agenda**
 - 3.A. Meeting Minutes
 - 3.A.1. Budget Committee Minutes - April 28th, 2025
 - 3.A.2. Budget Committee Minutes - May 12th, 2025
 - 3.A.3. Budget Committee Minutes - June 2nd, 2025
 - 3.A.4. Regular Board Meeting - May 21, 2025
 - 3.B. Human Resources Report
Presenter: Selene Fry
4. **Budget Hearing**
 - 4.A. Open Budget Hearing
 - 4.B. Public Comment
 - 4.C. Move to Adopt Budget
 - 4.D. Close Budget Hearing
5. **Public Input**
6. **Administrative/Program Reports**
 - 6.A. Faulconer-Chapman School
Presenter: Adam DeLatte
 - 6.B. Sheridan High School
Presenter: Patrick Schrader
 - 6.C. Superintendent Report
Presenter: Dorie Vickery
 - 6.C.1. Bond Update
 - 6.C.2. Summer Programs
 - 6.C.3. Recognize Scott, Mike and Larry
 - 6.D. Fiscal
Presenter: Karen Daniels
7. **New/Unfinished Business**
 - 7.A. New Board Members - Swearing In (effective July, 1, 2025)
 - 7.A.1. Natalya Ables
 - 7.A.2. Jeremy Hutchinson
 - 7.A.3. Raymond Watkins
8. **Action Items**
 - 8.A. Resolution 25-11 Appropriation Authority
 - 8.B. Classified Contract
 - 8.C. Licensed Contract
 - 8.D. Election Results & Bond Resolution 25-10

8.E.Policies

9. **Topics For Next Meeting**

10. **Board Comments**

11. **Next Regular Meeting Date: Wednesday, July 16th at 6:00 P.M.**

12. **Upcoming Events**

13. **Adjournment**

Budget Committee Meeting
Monday, April 28th, 2025 6:00 PM

Pledge of Allegiance

Roll:

- **Samantha - x**
- **Rubi - x**
- **Micheal -x**
- **Scott -x**
- **Gwen -x**
- **Sandra - x**
- **Paula -x**

Not Present - Larry Deibel Board Director & Jeremy Hutchison

New Chair/Vice Chair

Rubi Nominated by Samantha 2nd by Paula for Chairperson

- **Samantha - x**
- **Rubi - Accepted Nomination**
- **Micheal -x**
- **Scott -x**
- **Gwen -x**
- **Sandra - x**
- **Paula -x**

Unanimous approval- Rubi is Chairperson 2025-2026

Rubi moved to nominate Vice Chairperson

Qwen nominated Paula 2nd Motioned by Sandy

- **Samantha - x**
- **Rubi - x**
- **Micheal -x**
- **Scott -x**
- **Gwen -x**
- **Sandra - x**
- **Paula - Accepted Nomination**

Paula - Vice Chair unanimously approved

Open Position - Budget Committee

Review of application - Cale George

Motion to approve by Paula, 2nd by Sandy

- **Samantha - x**
- **Rubi - x**
- **Micheal -x**
- **Scott -x**
- **Gwen -x**
- **Sandra - x**
- **Paula -x**

Unanimous approval - Cale George accepts position #5

Budget 101

Review Proposed Budget

Budget Message

Budget goes to the board in June, and needs to be passed before then.

Proposed Budget Calendar

Next Budget Meeting Date May 12, 2025 - 6 PM

Adjourned @ 7:02 pm

Budget Committee Chair

Superintendent

Budget Committee Meeting
Monday, May 12, 2025 6:02 PM

1. Pledge of Allegiance

2. Roll:

- ~~Michael Griffin~~
- ~~Larry Deibel~~
- ~~Samantha Bagby~~
- ~~Rubi Yarez~~
- ~~Scott Burke~~
- ~~Gwen Fink~~
- ~~Jeremy Hutchison~~
- ~~Sandra Walker~~
- ~~Paula Branson~~
- ~~Cale George~~

- arrived at 6:05 pm

3. Budget Updates - Karen Daniels

More information on state fund breakdown and revisions pages handed out, cleaned up funds and proceeds from Bond if it passes.

Two proposals - one with the bond and one without

Next Meeting could be quick if we can arrange a quorum **Jun 2, 2025** ; knowing at that time if we have passed the bond.

4. Questions for Committee

HS - Review of Coaches vs Teacher numbers

- a. Gwen - Some teachers are coaches, coaches are a stipend amount vs salary
 - b. Scott - Substitute line - cost of substitute this year were lower at the HS this year - review of those out on leave, impacts of daycares closing due to staffing/illness
 - c. Gwen Special funds - programs like book mobile, or fund that needs to carry over
 - d. Gwen - Erate - Discount program for technology
 - e. Larry - Esser fund - closed out but has to remain on record
 - f. Dorie - Vape Settlement - \$20k to purchase vape sensors
 - g. Sandy - Barbra Roberts - not much funds left, construction plans are near ready
 - i. loss of all grants/funds
 - ii. lottery funds - large list of requests
 - h. Gwen - review of when the summer fund is received/processed it will be brought to the board to get added
 - i. Larry - asked same question, repeated location and shown account 226 - replaced missing page
 - i. Jeremy - review of electrical decrease; found by building not total for district
 - j. Karen - in bargaining still and insurance rates haven't come in yet either
5. Next Meeting, Jun 2, 2025 6 PM
6. Adjourn @ 6:53 pm

Budget Committee Chair

Superintendent

Budget Committee Meeting

Monday, June 2nd, 2025 6:00 PM

- Call to Order/Pledge of Allegiance at 6:02 am

- Roll:
 - Michael Griffin
 - Larry Deibel
 - Samantha Bagby
 - Rubi Yarez
 - Scott Burke
 - Gwen Fink
 - Arrived at 6:03 pm after roll taken
 - Jeremy Hutchison
 - Sandra Walker
 - Paula Branson
 - Cale George

- Celebration - Bond passed by 46 votes
 - Spoke about meeting with attorneys for the bond
 - meeting thursday with Karen and ODE to make sure we understand our part

- Explanation of proposed budget
 - committee can approve what's here and levy in a first bond payment
 - board does not have to adopt it yet
 - discussion of interest rates and bond value changing with property value
 - budget is calculating an estimated bond rate
 - follow up with Amity as they are in the first year of their bond

- bond schedule and process timeline is past July board meeting
- Motion to approve budget

motioned by Larry second by Rubi

- Michael Griffin
- Larry Deibel
- Rubi Yarez
- Scott Burke
- Gwen Fink
- Jeremy Hutchison
- Sandra Walker

Passed all in favor

- Motion to approve tax levy

motioned by Jeremy second by Scott

- Michael Griffin
- Larry Deibel
- Rubi Yarez
- Scott Burke
- Gwen Fink
- Jeremy Hutchison
- Sandra Walker

Passed all in favor

- Questions for Committee

- Next Meeting, Jun 2, 2025 6 PM
 - Bond oversight committee
 - Timeline for the next few meetings
- Adjourn @ 6:27

Board Chair

Superintendent

Regular Meeting
Wednesday, May 21, 2025 6:00 PM

Sheridan School District Office
435 South Bridge St
Sheridan, OR 97378

Agenda

1. Pledge of Allegiance

2. Roll Call

- [x] Michael Griffith, Vice ChairPos. #1 - 2025**
- [x] Larry Deibel, Director.....Pos. #2 - 2025**
- [x] Samantha Bagby, Director Pos. #3 - 2027**
- [x] Rubi Yarez, Director Pos. #4 - 2027**
- [] Scott Burke, Chair..... Pos. #5 - 2025**

Student Rep: Diamond Steele

3. Approval of Agenda - Action Items

Consent Agenda

3.A. Meeting Minutes

3.A.1. Special Executive Session - April 21st 2025

Motion by Samatha 2nd by _____ to update last name for Rubi, still showing maiden name

- [x] Michael Griffith, Vice ChairPos. #1 - 2025**
- [x] Larry Deibel, Director.....Pos. #2 - 2025**
- [x] Samantha Bagby, Director Pos. #3 - 2027**
- [x] Rubi Yarez, Director Pos. #4 - 2027**

3.A.2. Regular Board Meeting - April 16th, 2025

3.A.3. Special Board Work Session - May 7th, 2025

4. Presentations

4.A. SHS Leadership

Sports recap, upcoming dates of events reviewed

4.B. West Valley E-Zone

Presenter: Abisha Stone

SEDCOR - Business Retention and Expansion

State designated zone, incentive for trade/sector; example Tap house isn't considered a trade sector, however if it had a brewery that portion would be; mostly manufacturing and agriculture.

Support development, overlay from hotel/resource; 3 year tax exemption - explanation of tax impacts/freezes to business. Hiring requirements and incentives for job creation.

Extension option - can ask for a 4th/5th year extension; before the city council to make that request. In 2023 must make an agreement with a 4th/5th request that must generate a support fee benefit to the school district.

This is a state requirement; the district bills the business directly once they've requested and been approved. If they become delinquent, it will go through the assessor.

Must be reported as earned income, which then has to be deducted from overall funding - ends in a neutral.

Willamina, chose highest percentage to err on side of possible legislature change

Rubi - how do the shared zone share that cost - AS reply - taxes go to the taxing district, more of an administrative impact.

No penalty to school or business, should the district not bill

Discussion about increased staff waiver, has to go through approval process with the state; not the district.

2 apps AS familiar, approved in the process; investment in the community - those businesses chose not to go through the process. Forest River was one of them; public knowledge. Bargaining tool when businesses are looking at a couple locations; assists in incentivizing businesses to choose Sheridan

5. **Public Input - NA**

6. **Administrative/Program Reports**

6.A. Faulconer-Chapman School

Presenter: Adam DeLatte

Spring STAR and State Testing, about 1-2 weeks to go - results in June.

Sports - Track Season 54 kids participated, largest program in our league including High School. 11 Champs, School Records Set

Shout out to Hart, Brown and Skylar

CTGR drumming assembly, performances and dances - wonderful experience!

Drama Club - performed about 2 weeks ago, purchase of microphones so you can actually hear the kids.

Staff Highlights - Teacher Appreciation week, well done by classified

Nicole Mirabito - First GYO completing her program, scholarship to finish at Linfield

Largest number of classified staff pursuing licensed paths

Outdoor School and 1st Day of Pond fishing - all of 6th grade roughly 57 and 10 staff supervising.

Promotion the 7 pm 9th, Kinder Celebration th 10th and last day the 12th

K-12 Math Curriculum Adoption

Processes started last year, reviewing what we want/need before researching curriculum; ordering samples, and reviewing chosen programs for each school.

Disconnect in upper elementary grades, iReady - choose your own strategy, lacks the standard algorithm in the older students.

Keep iReady for K-5, add secondary resource paper/pencil for 3rd-5th; hoping to bridge that gap. Piloting for 4 weeks minimum, we went for a few months before settling.

Samantha - asking for more details on transition to HS, gap is really 5th-6th

Technology - used title grant to assist in purchasing as we can work some into the budget

6.B. Special Programs

Presenter: Melissa Love

Last year 157, this year 188; 15 are SHAPA

Building 1 - Transitioning Program; well received by community/parents; out helping Fire Department, Food Bank, Subway Ordering/Delivering, Outdoor School

2 post high students, contracted with Dayton; back to us because Dayton is closing their program. Reduced schedule, partial classes, will require another SpEd Teacher .5 to FCS/HS. Building 1 program will be needed at MS level and the new teacher will bridge that and oversee that caseload for MS. 30 per case manager, will help share the load out a bit.

Pre-K 11 already identified as needing specialized services. WESD assisting in therapies services, working on hiring our own SLPA.

IFSP are established through the WESD and in place by the time the student starts in the Fall. Try to meet in the Spring prior to smooth that transition and amend plans as we see their development in our atmosphere.

6.C. Superintendent Report

Presenter: Dorie Vickery

AI in Education - Hart/Henderson on committee through ESD monthly researching and providing language for policy up for approval.

Focus on teaching students how to use it appropriately - to enhance education not replace it.

Scott, Rubi - strong language that uses it must have human eyes review it prior to submission of file.

Diamond - look up food or articles; request for a letter composure

Summer Programs: Redid formula, now we have funds (last year didn't)

Reviewed overall requirements/components - includes transport, breakfast on site/lunch to go

Reviewed invite process and activities for Friday's - a lot of staff interest

May Election Results:

As of last night results - down 42 votes

Elections Office - Email Update - 230 PM flipped 42 ahead - both counties, what we don't know is how many ballots are left to count. Next round next Wednesday at 6pm, allowing validation fixes. As of now, 7:03 voting count is similar to where we were last time.

Samantha - any check in with Polk?

Jeremy - 96 ballots from 76 from Polk updated, still coming in

Natalya Ables, Jeremy Hutchison - IN, Raymond Watkins are leading

Rubi Clarification: EduStaff Sub is not a conflict

6.D. Fiscal

Presenter: Karen Daniels

Negotiations and budget are on pause until we get a better understanding of the bond status. We did get insurance rates from PACE.

Auditors are coming June 9th

Samantha - Veragie installation expenses, review if it's yearly

Dorie - will have Sean review budgets

7. New/Unfinished Business

7.A. SHS Graduation

Half hour before starts, the plan is about an hour - weather TBD, practice day before and Senior breakfast.

8. Action Items

Math Adoption K-12

Samantha - what is the process if we adopt today?

We move to purchasing - we will get quotes; summer pick up to avoid a shipping charge.

Motioned By: Rubi

Seconded: Samantha

Discussion: NA

Vote:

8.A. K-12 Math Adoption

Michael Griffith, Vice ChairPos. #1 - 2025

Larry Deibel, Director.....Pos. #2 - 2025

Samantha Bagby, Director Pos. #3 - 2027

Rubi Yarez, Director Pos. #4 - 2027

Scott Burke, Chair..... Pos. #5 - 2025

Passes 4

8.B. WESD Board Appointment

Motioned By: Larry

Seconded: Rubi

Discussion: NA

Vote:

- [x] Michael Griffith, Vice ChairPos. #1 - 2025
- [x] Larry Deibel, Director.....Pos. #2 - 2025
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [] Scott Burke, Chair..... Pos. #5 - 2025

Passes with 4

8.C. Policies

Motioned By: Samantha

Seconded: Larry

Discussion: NA

Vote:

- [x] Michael Griffith, Vice ChairPos. #1 - 2025
- [x] Larry Deibel, Director.....Pos. #2 - 2025
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [] Scott Burke, Chair..... Pos. #5 - 2025

Passes with 4

8.D. Resolution 25-08

Asking the board to approve the document amended before them

Motioned By: Samantha - accept amended changes,

Seconded: Rubi

Discussion: Rate discussion, setting at 30% and it may never even come up and can change upon the application if it comes up.

Vote:

- [x] Michael Griffith, Vice ChairPos. #1 - 2025
- [x] Larry Deibel, Director.....Pos. #2 - 2025
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [x] Scott Burke, Chair..... Pos. #5 - 2025

9. Topics For Next Meeting

Bond

New Board Members

Contractor out for Bid

Update on CTE/Craig

Reception Following Board to Honor end of service members, please invite familie

10. Board Comments

Radar signs installed, community shout out

11. Next Regular Meeting Date: Wednesday, June 18th at 6:00 P.M.

12. Upcoming Events

13. Adjournment @ 724

Board Chair

Superintendent

New Hires:

- Amanda Evers, FCS Language Arts Teacher, Effective 8/21/2025
- Madeline Esnard, FCS Elementary Teacher, Effective 8/21/2025
- Jenny King, FCS Elementary Teacher, Effective 8/21/2025
- Taylor McLean-Down, SHS Language Arts Teacher, Effective 8/21/2025
- Elias Polanski, SHS PE/Health Teacher, Effective 8/21/2025
- Jake Ruger, SHS Social Studies Teacher, Effective 8/21/2025
- Nina Skeelee, Speech Language Pathology Assistant, Effective 8/21/2025
- Elysa Zahniser, SPED IA, Effective 08/21/2025

Transfers:

- Krysten Sideras, FCS Registrar, Effective 8/05/2025
- Jessica Sousa, SPED Teacher, Effective, 08/25/2025

Resignations:

- Kody Andreas, SHS SPED IA, Effective 05/21/2025
- Keith Brock, SHS Advanced Math Teacher, Effective 06/16/2025
- Carolyn Davidson, FCS Elementary Teacher, Effective, 06/16/2025
- David Johnson, SHS Dean of Students – Effective 06/16/2025

Retirements:

- Kimberly Butt, SHS Language Arts Teacher, Effective 06/16/2025
- Vincent Cimino, SHS Spanish Teacher, Effective 06/16/2025

End of Temporary Contract:

- Michelle Anderson, Elementary Teacher, Effective 06/16/2025

RIF:

- Lawrence Bick, SHAPA SPED Teacher, Effective 06/16/2025
- Tammy Bick, SHAPA SPED Case Manager, Effective 06/16/2025
- Katie Laughlin, SHAPA SPED IA, Effective 05/29/2025

Sheridan School District 48J
RESOLUTION 25-09



ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Sheridan School District 48J hereby adopts the budget for fiscal year 2025-26 in the total of \$34,472,476 now on file at the District Office.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purpose shown below are hereby appropriated:

100 General Fund		300 Debt Service	
Instruction	11,045,262	Debt Service	<u>681,017</u>
Support Services	4,554,493	Fund Total	\$ 681,017
Transfer	100,000		
Contingency	<u>200,000</u>		
Fund Total	\$ 15,899,755		
200 Combined Special Project Fund		400 Capitol Project Funds	
Instruction	1,517,451	Support Services	310,000
Support Services	2,292,404	Facilities	12,007,000
Enterprise Services	629,849	Transfer	<u>50,000</u>
Transfer	<u>10,000</u>	Fund Total	\$ 12,367,000
Fund Total	\$ 4,449,704		
		600 Unemployment Fund	
		Support Services	<u>275,000</u>
		Fund Total	\$ 275,000
		TOTAL APPROPRIATIONS	33,672,476
		TOTAL UNAPPROPRIATED RESERVE	<u>800,000</u>
		TOTAL ADOPTED BUDGET	\$ 34,472,476

The above resolution statements were approved and declared adopted on this 18th day of June 2025.

Board Chair

Superintendent

FCS June Board Report



Academics

Students have worked incredibly hard and spent much of the month of May completing both state testing and STAR assessments. Staff reviewed Math and Reading data at our 100% meetings on June 6th. We spent time discussing areas where we met our goals and how to improve in areas where we did not. We also took time to celebrate our students' accomplishments during our academic rewards celebration assembly June 11th. Our assembly has turned into an annual tradition and many parents were even able to attend.

End of Year Activities

FCS band and choir both performed their final concert on June 5th. The concerts were a wonderful opportunity for students to show the skills they have been building throughout the year. A huge congratulations to both students and staff for the wonderful performances on both nights.

Both 8th Grade Promotion and Kindergarten Celebration were widely attended this year. Our 8th grade students were honored with various awards and surprised to see many former staff members attend their promotion.

On the last day of school we continued the tradition of Field Day for elementary students and a water balloon fight for 6th and 7th graders. This year we were able to add a surprise guest as well. Towards the end of the day the Sheridan Fire Department came to FCS and set up one of their hoses to be used as an oversized sprinkler. This made for an extremely memorable last day of school!

Staff Highlights

Derek Evers is our middle school band and choir teacher at FCS. This year, Derek took our band and choir programs to new heights. Not only do we now have the highest participation rate in band and choir that we have seen in many years, but we are also on track to greatly increase this number moving into next year. Our final concert was well received and the students performed at an incredibly high level for their age. Thank you Derek for your dedication to the program.

Ana Bowlin took on the role of coordinator for our Friday K-5 Enrichment program this year and did an excellent job. Not only did we have steady growth in participation, but she also increased the parent communication and wrote and received a grant to help fund special activities. Thank you Ana for your hard work!

Upcoming Dates

School Registration	Week of Aug 11th
Kindergarten Transition Camp	Aug 18th-21st





SHS June 2025 Board Report

Submitted by Patrick Schrader
Principal, Sheridan High School



Graduation 2025

On Saturday, June 7th we had 61 of 62 Seniors receive their high school diploma. Our staff worked with students down to the wire to provide the support needed to get them across the finish line. I would like to give a special shout out to a couple of our staff. First, Kelly weathers for working tirelessly with our students, families, and teachers to make sure so many of our seniors made it across the finish line. Second Julia Holsti for supporting our students in being awarded over \$600,000 in scholarships. Third, Julia Holsti, Kim Butt, Vince Cimino, and Beth Staats for awarding more than 162 total college credit hours to the seniors. Next, Ken MacPherson, for monitoring and working with students and families in our Credit Recovery program. Finally, Bec Hasel for helping to prepare an amazing Senior Awards Night and Commencement Ceremony. I am very proud of the Class of 2025 and the Sheridan High School Staff for all their dedication and hard work.

Summer School

We are fortunate that we are able to offer summer school credit recovery for students. Students will be required to attend in person 3 days a week from 9 AM - 12 PM. After 2 weeks, if the student has demonstrated a commitment to completing the coursework and is making satisfactory progress, they will be allowed to work independently, with only email check-ins, for the remainder of the summer.

Looking forward to 2025-2026

At this time, I am excited that we are fully staffed in all of our teaching positions. We have been able to fill all of our vacancies with staff that are eager to join us. I am confident that these new teachers will bring fresh perspectives, adding to the climate and culture of SHS.

After graduating 61 students, we welcome the class of 2029 and its 58 members, so we should see the high school maintain a steady enrollment of approximately 200 students.

Superintendent Report

May 2025



Bond Update - Piper Sandler

Resolution for Board approval

- Acceptance of the County certified election results
- Authorizing the sale of the bonds

June - July

Piper Sandler team completing tasks for the sale of the bonds and the documentation needed for the OSCIM grant agreement.

August 26 - anticipated closing on this process

Bond Update - RFP, Project Management

EVENT	DATE
Inquiries Deadline	June 23
Submission Deadline	July 14
Interviews	August 4
Notice of Intent to Award	August 13
Contract Award	August 20
Contract Execution	August 22
Project Start	August 25

Summer Programs

Summer Programs: July 7 - August 1

Program design: Grades 1-5, 6-8

- Staff hired, literacy instruction and enrichment
- Student invites completed, now open to all students

Next steps

- Order necessary materials
- Develop the rotation schedule
- Schedule the activities for Fun Fridays

Board Recognition

Board Meeting Financial Report
June, 2025

Included Documents

- General Fund Budget Update
- Appropriations Check
- Monthly Check Register
- Resolution 25-09 - Adopt and Appropriate FY26 Budget
- Resolution 25-11 – Appropriation Authority

Current Events

- Interim Audit
- Bond
- RFP for Project Management Services
- Negotiations
- End of Fiscal Year

Future Events

- Gearing up for FY26
- Bond

100 GENERAL FUND		As of May 31, 2025						
Revenue	SOURCE	BUDGET	AWARD	YEAR TO DATE	RECEIVABLE ENCUMBRANCE	TOTAL	BALANCE	Year to Date % of Budget
R1111	CUR YR TAXES	1,950,000		2,015,051.17	-	2,015,051.17		103.34%
R1510	INTEREST ON INVESTMENTS	150,000		215,849.30	-	215,849.30		143.90%
R1910	RENTALS	-		1,450.00	-	1,450.00		
R1960	RECOV PRIOR YRS EXP	-		19,484.17		19,484.17		
R1990	MISC	5,000		3,097.34	-	3,097.34		61.95%
R2101	COUNTY SCHOOL FUNDS	-		-		-		
R2199	HERT REVENUE	-		9.32	-	9.32		
R3101	SSF- GEN SUPPORT	12,471,391	12,561,904	13,098,328.77		13,098,328.77		105.03%
R3103	COMMON SCH FUND	120,000	-	66,348.84	53,651.16	120,000.00		55.29%
R3299	RESTR GRANTS OTHER	127,240	-	-	-	-		
R5200	INTERFUND TRANSFERS	100,000	-	-	-	-		
R5400	RESOURCES BEG FUND BAL	1,200,000		1,150,305.23	-	1,150,305.23		95.86%
Revenue Totals:		16,123,631		16,569,924.14	53,651.16	16,623,575.30		103.10%
Expenses	DESCRIPTION	BUDGET	UPDATED	YEAR TO DATE	REC/ENC	TOTAL	BALANCE	% of Budget
100	SALARIES	5,736,117		4,511,410.91	1,179,259.25	5,690,670.16	45,446.84	78.65%
200	BENEFITS	3,496,911		2,871,475.18	701,280.53	3,572,755.71	(75,844.71)	82.11%
300	PURCHASED SERVICES	5,326,358		5,314,549.34	233,837.51	5,548,386.85	(222,028.85)	99.78%
400	SUPPLIES	298,995		202,356.73	53,826.08	256,182.81	42,812.19	67.68%
500	CAPITAL EQUIPMENT	-		-	-	-		
600	OTHER OBJECTS	165,250		174,807.51	6,183.20	180,990.71	(15,740.71)	105.78%
700	FUND MODIFICATIONS	100,000		16,337.79	80,000.00	96,337.79	3,662.21	16.34%
810	CONTINGENCY	200,000		-	200,000.00	200,000.00		
820	RESERVED FOR NEXT YEAR	800,000		-	800,000.00	800,000.00		
Expense Totals:		16,123,631		13,090,937.46	3,254,386.57	16,345,324.03		
							Ending Fund Balance	
Balance Based On		BFB	Revenue	Expenditures	Balance	1,000,000.00		
Year to Date Actuals		1,150,305.23	15,419,618.91	13,090,937.46	3,478,986.68	278,251.27		
Actuals + Receivables/Encumbrances		1,150,305.23	15,473,270.07	16,345,324.03	278,251.27	1,278,251.27		

2024-25 Appropriations Review

As of June 11, 2025

	Adopted Budget	Budget Modifications	New Appropriation	Y to D Expenditures	Check	EOY
General Fund						
Instruction	9,120,072	1,689,000 45,000	10,809,072	9,276,258	✓	✗
Support Services	4,169,559		4,214,559	3,891,214	✓	✗
Transfer	100,000		100,000	16,338	✓	✓
Contingency	200,000		200,000	-	✓	✓
Fund Total	13,589,631		15,323,631			
Combined Special Project Fund						
Instruction	1,626,509	645,000	1,626,509	921,366	✓	✓
Support Services	3,959,020		4,604,020	1,737,457	✓	✓
Enterprise Services	649,796		649,796	463,800	✓	✓
Fund Total	6,235,325			6,880,325		
Debt Service						
Debt Service	1,256,336		1,256,336	43,216	✓	✓
Transfer	50,000		50,000	-	✓	✓
Fund Total	1,306,336		1,306,336			
Capitol Project Funds						
Support Services	310,000		310,000	87,825	✓	✓
Facilities (Capitol Projects)	7,000		7,000	4,500	✓	✓
Transfer	50,000		50,000	-	✓	✓
Fund Total	367,000		367,000			
Unemployment Fund						
Support Services	275,000		275,000	-	✓	✓
Fund Total	275,000		275,000			
Total Appropriations	21,773,292		24,152,292			
Total Unappropriated Reserve	800,000		800,000			
Total Budget	22,573,292		24,952,292			

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49737	05/01/25	17541	KYLE LAIER	1002690005000	389	SERVICES TO 4/30	0.00	1,020.00
A101	49740	05/01/25	00702	MYNA L DECK	1002140005000	389	SERVICE APRIL '25	0.00	5,500.00
A101	49741	05/01/25	17570	SELENE FRY	1002490005000	340	MILEAGE OSPA SPRIN	0.00	93.80
A101	49742	05/01/25	15850	GORMLEY PLUMBING &	1002542005000	322	4/29 SHS HOT WATER	0.00	175.00
A101	49743	05/01/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL TO 4/30	0.00	187.72
A101	49743	05/01/25	17498	HASCO STATIONS, LLC	1002558005320	322	SPED FULE TO 4/30	0.00	147.56
TOTAL CHECK								0.00	335.28
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #14327-4-25-1-2	0.00	68.25
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #2542-1-25 FEB	0.00	68.25
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #3543-1-25 SUB	0.00	68.25
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #3823-2-25 2/2	0.00	68.25
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #3947-3-25 3/18	0.00	68.25
A101	49745	05/01/25	17554	LINGUAVA	1001291137280	389	PJT #4268.4-25 4/2	0.00	85.31
TOTAL CHECK								0.00	426.56
A101	49746	05/01/25	17474	LOWE'S /REMIT	1002542116000	460	FCS WASHER	0.00	549.10
A101	49747	05/01/25	17335	MAC GLASS INC	1002542116000	410	4/29	0.00	94.80
A101	49749	05/01/25	17359	POLK ADOLESCENT DAY	1001250005320	371	APRIL '25 DAY TREAT	0.00	4,400.00
A101	49750	05/01/25	17443	POWERSCHOOL GROUP L	1002240005000	319	LOVE POWERSCHOOLPL	0.00	1,300.00
A101	49752	05/01/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER #SOSLM001843	0.00	74.17
A101	49752	05/01/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER #SOSLM001843	0.00	224.38
TOTAL CHECK								0.00	298.55
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1002410620000	319	EDUSTAFF APRIL PAYD	0.00	574.73
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1001250005320	319	EDUSTAFF APRIL PAYD	0.00	1,732.79
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1001121116060	319	EDUSTAFF APRIL PAYD	0.00	1,943.32
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1001131620050	319	EDUSTAFF APRIL PAYD	0.00	4,660.44
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1002410137000	319	EDUSTAFF APRIL PAYD	0.00	6,123.00
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	1001111137050	319	EDUSTAFF APRIL PAYD	0.00	18,674.93
TOTAL CHECK								0.00	33,709.21
A101	49758	05/06/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 4/29	0.00	99.10
A101	49758	05/06/25	17476	CINTAS CORPORATION	1002542005000	410	SHS 5/6	0.00	531.70
A101	49758	05/06/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 5/6	0.00	111.00
A101	49758	05/06/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 4/29	0.00	111.00
TOTAL CHECK								0.00	852.80
A101	49759	05/06/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 4/29	0.00	73.58
A101	49760	05/06/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 5/6	0.00	506.18
A101	49761	05/06/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS #02-0310-02 5/1	0.00	53.63

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49761	05/06/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS #99-0017-01 5/	0.00	79.21
A101	49761	05/06/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS #99-0016-00 5/1	0.00	1,624.70
A101	49761	05/06/25	00489	CITY OF SHERIDAN	1002542620000	327	SHS #02-0262-00 5/	0.00	1,393.21
A101	49761	05/06/25	00489	CITY OF SHERIDAN	1002542005000	327	DO #02-0234-00 5/1	0.00	64.64
TOTAL CHECK									3,215.39
A101	49762	05/06/25	00489	CITY OF SHERIDAN	1002542005550	327	BRCTEC WATER 5/1	0.00	169.30
A101	49763	05/06/25	16404	COSA	1002321005000	340	VICKERY COSA PRE-CO	0.00	69.00
A101	49763	05/06/25	16404	COSA	1002410620000	340	SCHRADER COSA PRE-C	0.00	69.00
A101	49763	05/06/25	16404	COSA	1002410116000	340	LOVE COSA PRE-CONF	0.00	69.00
A101	49763	05/06/25	16404	COSA	1002410116000	340	DELATTE COSA PRE-CO	0.00	69.00
TOTAL CHECK									276.00
A101	49765	05/06/25	15770	ERNST IRRIGATION	1002543005000	460	4/30 IRRIGATION PUM	0.00	364.20
A101	49766	05/06/25	15262	FAULCONER-CHAPMAN S	1002520005000	640	FUNDS FROM SQUARE A	0.00	110.52
A101	49770	05/06/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201-2 4/25	0.00	677.01
A101	49770	05/06/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #1407699-6 4/25	0.00	1,061.10
A101	49770	05/06/25	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #2247-5 4/25	0.00	964.62
A101	49770	05/06/25	01794	NORTHWEST NATURAL G	1002542005000	326	DO #2361-4 4/25	0.00	97.71
TOTAL CHECK									2,800.44
A101	49771	05/06/25	17571	OREGON LITHOPRINT I	1002690005000	410	SUPPLY 4/30/25	0.00	4,905.00
A101	49772	05/06/25	17212	RECOLOGY WESTERN OR	1002542620000	328	SHS #1080224303 4/3	0.00	742.63
A101	49772	05/06/25	17212	RECOLOGY WESTERN OR	1002542005000	328	DO #1080224303 4/3	0.00	125.00
TOTAL CHECK									867.63
A101	49773	05/06/25	17256	RECOLOGY WESTERN OR	1002542116000	328	FCS #1080224311 4/	0.00	215.24
A101	49773	05/06/25	17256	RECOLOGY WESTERN OR	1002542116000	328	FCS #1080286062 4/	0.00	902.19
TOTAL CHECK									1,117.43
A101	49774	05/06/25	17548	SANDRA E WALKER	1001132620000	389	3/17-5/3/25 SERVICE	0.00	984.50
A101	49775	05/06/25	04563	SHERIDAN BUILDING M	1002542116000	460	SUPPLY TO 4/30	0.00	380.68
A101	49776	05/06/25	16759	SIERRA SPRINGS	1002520005000	410	WATER	0.00	64.44
A101	49776	05/06/25	16759	SIERRA SPRINGS	1002190005050	410	SPED WATER	0.00	10.49
TOTAL CHECK									74.93
A101	49778	05/06/25	02586	STUCK ELECTRIC CO	1002542116000	322	SERVICE 4/22	0.00	116.00
A101	49778	05/06/25	02586	STUCK ELECTRIC CO	1002542620000	322	SERVICE 4/22	0.00	116.00
TOTAL CHECK									232.00
A101	49780	05/06/25	03702	WILLAMETTE EDUCATIO	1001250010320	470	ZOOM PHONE ACCOUNTS	0.00	240.00
A101	49780	05/06/25	03702	WILLAMETTE EDUCATIO	1001250010320	470	ZOOM PHONE ACCOUNTS	0.00	105.00
TOTAL CHECK									345.00
A101	49781	05/09/25	17224	US BANK/15	1002520005000	640	C/C #17224 SHS	0.00	2,970.81

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FUND - 100 - GENERAL FUND

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A101	49785	05/14/25	09752	BEST POTS INC	1001132620000	389	4/8-5/5 WAIVER	0.00	443.43
A101	49786	05/14/25	15041	GARRETT HEMANN ROBE	1002310005000	382	LEGAL APRIL	0.00	150.00
A101	49789	05/14/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 35731231000 5/	0.00	210.58
A101	49792	05/14/25	16528	US BANK EQUIPMENT F	1001250005320	355	SP KYOCERA	0.00	166.75
A101	49792	05/14/25	16528	US BANK EQUIPMENT F	1002190116320	355	FCS KYOCERA	0.00	166.75
A101	49792	05/14/25	16528	US BANK EQUIPMENT F	1002310005000	355	DO KYOCERA	0.00	260.05
A101	49792	05/14/25	16528	US BANK EQUIPMENT F	1002410137000	355	FCS KYOCERA	0.00	573.70
A101	49792	05/14/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	166.75
TOTAL CHECK								0.00	1,334.00
A101	49793	05/14/25	17071	US BANK/10	1002190005320	340	SUMMER INSTITUTE FO	0.00	425.00
A101	49793	05/14/25	17071	US BANK/10	1002490005000	410	KANTECH CLAMSHELL P	0.00	280.00
A101	49793	05/14/25	17071	US BANK/10	1002310005000	410	DO SUPPLY	0.00	29.76
A101	49793	05/14/25	17071	US BANK/10	1002190005050	410	SUPPLY	0.00	118.55
TOTAL CHECK								0.00	853.31
A101	49794	05/14/25	17274	US BANK/16	1002542620000	460	SUPPLY	0.00	938.00
A101	49794	05/14/25	17274	US BANK/16	1002410620000	353	SHS POSTAGE	0.00	80.80
A101	49794	05/14/25	17274	US BANK/16	1002240620000	340	FOOD OADA AD CONFE	0.00	284.71
A101	49794	05/14/25	17274	US BANK/16	1002660005000	470	QUICKBOOKS	0.00	70.00
A101	49794	05/14/25	17274	US BANK/16	1002410137000	355	FCS SHREDDING	0.00	112.20
A101	49794	05/14/25	17274	US BANK/16	1002410620000	355	SHS SHREDDING	0.00	62.34
A101	49794	05/14/25	17274	US BANK/16	1002190005050	355	SPED SHREDDING	0.00	24.93
A101	49794	05/14/25	17274	US BANK/16	1002310005000	355	DO SHREDDING	0.00	124.65
A101	49794	05/14/25	17274	US BANK/16	1002310005000	410	DO SUPPLY	0.00	17.99
A101	49794	05/14/25	17274	US BANK/16	1002660005000	410	HP LASERJET M209D	0.00	69.00
A101	49794	05/14/25	17274	US BANK/16	1002490005000	340	OSPA SPRING CONFERE	0.00	449.00
A101	49794	05/14/25	17274	US BANK/16	1002660005000	410	EMEET 4K WEBCAM FOR	0.00	106.18
TOTAL CHECK								0.00	2,339.80
A101	49795	05/14/25	16375	USA MECHANICAL	1002542620000	322	SEAL KIT, GASKET, R	0.00	3,535.50
A101	49796	05/14/25	17486	VERIZON CONNECT	1002552005000	389	VEHICLE TRACKING	0.00	105.40
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER #SOSLM002210	0.00	233.24
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542116000	460	ORDER #SOSLM00431 3	0.00	29.35
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER #SOSLM002210	0.00	248.60
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542620000	460	ORDER #SOSLM2285 5/	0.00	273.26
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER #SOSLM2285 5/	0.00	48.15
A101	49797	05/14/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER #SOSLM002210	0.00	153.30
TOTAL CHECK								0.00	985.90
A101	49798	05/14/25	17380	WEST VALLEY BULLETI	1002310005000	354	ADS APRIL	0.00	433.20
A101	49802	05/21/25	17490	BEELINE BACKFLOW	1002542005000	389	5/21 COMMERCIAL TES	0.00	60.00
A101	49803	05/21/25	15927	CENTURY LINK/AZ	1002410137000	351	FCS #314225840 5/1	0.00	67.85

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49803	05/21/25	15927	CENTURY LINK/AZ	1002410137000	351	FCS #446533202 5/11	0.00	316.71
A101	49803	05/21/25	15927	CENTURY LINK/AZ	1002410116000	351	FCS #446533202 5/11	0.00	316.72
A101	49803	05/21/25	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 5/1	0.00	131.78
TOTAL CHECK									833.06
A101	49805	05/21/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL TO 5/15	0.00	268.48
A101	49805	05/21/25	17498	HASCO STATIONS, LLC	1002558005320	322	SPED FUEL TO 5/15	0.00	163.12
TOTAL CHECK									431.60
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002552005000	331	HOME/SCHOOL APR	0.00	36,503.42
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002558005320	331	SPED TRANS APR	0.00	32,852.05
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002552116116	331	6-8 FIELD TRIP APR	0.00	767.28
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002552620620	331	SHS FIELD TRIP APR	0.00	1,304.23
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002552116116	332	7-8 COCURR APR	0.00	982.22
A101	49806	05/21/25	15507	MID COLUMBIA BUS CO	1002552620620	332	SHS COCURR APR	0.00	3,689.89
TOTAL CHECK									76,099.09
A101	49807	05/21/25	15507	MID COLUMBIA BUS CO	1002552005000	332	GR APRIL '25	0.00	5,880.00
A101	49808	05/21/25	02310	SALEM-KEIZER SCHOOL	1002310005000	355	PAPER	0.00	300.00
A101	49808	05/21/25	02310	SALEM-KEIZER SCHOOL	1002310005000	355	PAPER	0.00	48.64
TOTAL CHECK									348.64
A101	49809	05/21/25	16127	TERRY'S TIRES AND S	1002543005000	410	SUPPLY 5/19	0.00	20.00
A101	49810	05/21/25	17222	US BANK/13	1002520005000	640	C/C	0.00	0.01
A101	49810	05/21/25	17222	US BANK/13	1002490005000	389	FIELDPRINT	0.00	25.00
A101	49810	05/21/25	17222	US BANK/13	1001111005000	410	AVID STOLES	0.00	184.93
A101	49810	05/21/25	17222	US BANK/13	1002660005000	470	ZOOM STANDARD PRO	0.00	159.90
A101	49810	05/21/25	17222	US BANK/13	1002490005000	340	LODGING OSPA SPRIN	0.00	392.08
TOTAL CHECK									761.92
A101	49811	05/21/25	17224	US BANK/15	1002558005320	322	SPED SUPPLY	0.00	11.00
A101	49811	05/21/25	17224	US BANK/15	1002190005050	353	SPED POSTAGE	0.00	13.25
TOTAL CHECK									24.25
A101	49812	05/21/25	17274	US BANK/16	1002134005000	410	SUPPLY - NURSE ROOM	0.00	134.96
A101	49823	05/27/25	03084	OEA-NEA/OREGON EDUC	100	L472.300	DED:5000 OEA DUES	0.00	4,323.72
A101	49824	05/27/25	03087	OSEA	100	L472.302	DED:5003 OSEA ADD'L	0.00	126.75
A101	49824	05/27/25	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	1,801.51
TOTAL CHECK									1,928.26
A101	49834	05/28/25	16441	CENTURY LINK - NC	1002410620000	351	SHS 3320155978 5/19	0.00	64.87
A101	49835	05/28/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 5/13	0.00	99.10
A101	49835	05/28/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 5/20	0.00	132.06
TOTAL CHECK									231.16
A101	49836	05/28/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 5/13	0.00	172.46

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49837	05/28/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 5/20	0.00	155.98
A101	49838	05/28/25	15041	GARRETT HEMANN ROBE	1002310005000	382	LEGAL APRIL '24	0.00	52.00
A101	49842	05/28/25	09671	JON TOGSTAD	1002558005320	322	5/22 OIL CHANGE SPE	0.00	72.10
A101	49843	05/28/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201.2	0.00	23.34
A101	49843	05/28/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #1407699-6	0.00	449.63
A101	49843	05/28/25	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #2247-5 5/21	0.00	402.94
A101	49843	05/28/25	01794	NORTHWEST NATURAL G	1002542005000	326	DO #2361-4 5/21	0.00	60.92
TOTAL CHECK								0.00	936.83
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 36758520000 5/1	0.00	621.28
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8847290000 5/1	0.00	2,736.60
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542005000	325	ANNEX #2649280000 5	0.00	127.96
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542005000	325	DO 30742760000 5/15	0.00	142.30
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1001250618320	325	DLC #6038221000 5/1	0.00	291.44
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #0038610000 5/1	0.00	650.65
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #9949211000 5/1	0.00	7,515.02
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7721670000 5/1	0.00	24.36
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7734220000 5/1	0.00	42.60
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #1611690000 5/1	0.00	59.08
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #1038610000 5/1	0.00	113.07
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0905290000 5/1	0.00	262.09
A101	49844	05/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 30059211000 5/1	0.00	449.21
TOTAL CHECK								0.00	13,035.66
A101	49845	05/28/25	16010	SALEM FAST PITCH UM	1001132620000	389	FASTPITCH 2025	0.00	2,378.21
A101	49848	05/28/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	125.00
A101	49850	05/28/25	15485	YAMHILL-CARLTON SCH	1001250005320	371	YCES SPED SLOT 202	0.00	16,720.00
A101	49850	05/28/25	15485	YAMHILL-CARLTON SCH	1001250005320	371	ONE-ON-ONE IA 2024	0.00	23,560.00
TOTAL CHECK								0.00	40,280.00
A101	49851	05/29/25	17476	CINTAS CORPORATION	1002542005000	410	SHS 5/28	0.00	218.27
A101	49851	05/29/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 5/28	0.00	111.00
A101	49851	05/29/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 5/13	0.00	111.00
A101	49851	05/29/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 5/20	0.00	111.00
TOTAL CHECK								0.00	551.27
A101	49852	05/29/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 5/28	0.00	378.46
A101	49853	05/29/25	00681	DAVISON AUTO PARTS	1002542116000	410	FCS 410 SUPPLY	0.00	45.93
A101	49853	05/29/25	00681	DAVISON AUTO PARTS	1002542116000	460	FCS 460 SUPPLY	0.00	36.15
A101	49853	05/29/25	00681	DAVISON AUTO PARTS	1002542620000	460	SHS 460 SUPPLY	0.00	67.74
TOTAL CHECK								0.00	149.82
A101	49856	05/29/25	17220	US BANK/11	1002410137000	410	FCS SUPPLY	0.00	931.25
A101	49856	05/29/25	17220	US BANK/11	1002134005000	410	ADDITIONAL AMOUTN A	0.00	229.79

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49856	05/29/25	17220	US BANK/11	1001111137050	410	ELEMENTARY PE YEARL	0.00	459.00
TOTAL CHECK									0.00 1,620.04
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1002410620000	319	EDUSTAFF SUBSTITUE	0.00	492.63
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1001250005320	319	EDUSTAFF SUBSTITUE	0.00	1,794.88
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1001121116060	319	EDUSTAFF SUBSTITUE	0.00	2,413.51
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1001131620050	319	EDUSTAFF SUBSTITUE	0.00	5,012.18
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1002410137000	319	EDUSTAFF SUBSTITUE	0.00	6,128.89
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	1001111137050	319	EDUSTAFF SUBSTITUE	0.00	19,573.67
TOTAL CHECK									0.00 35,415.76
A101	V49754	05/06/25	10088	AMERICAN FIDELITY A	100	L471.007	PD LV OR	0.00	5,851.68
A101	V49755	05/06/25	15648	OEBB	100	L472.002	05/25 OEBB	0.00	17.81
A101	V49755	05/06/25	15648	OEBB	100	L472.001	05/25 OEBB	0.00	375.35
A101	V49755	05/06/25	15648	OEBB	100	L473.110	05/25 OEBB	0.00	123,931.81
TOTAL CHECK									0.00 124,324.97
A101	V49756	05/06/25	02037	OREGON PERS/EMPLOYE	100	L473.002	DED:1000 PERS	0.00	31,019.72
A101	V49756	05/06/25	02037	OREGON PERS/EMPLOYE	100	L473.001	DED:1011 PERS	0.00	38,146.17
A101	V49756	05/06/25	02037	OREGON PERS/EMPLOYE	100	L473.000	DED:1012 PERS	0.00	95,600.04
TOTAL CHECK									0.00 164,765.93
A101	V49783	05/13/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICAID	0.00	337.71
A101	V49783	05/13/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	1,444.01
A101	V49783	05/13/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FED W/H	0.00	0.01
TOTAL CHECK									0.00 1,781.73
A101	V49784	05/13/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	11.70
A101	V49784	05/13/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	248.00
A101	V49784	05/13/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	0.26
A101	V49784	05/13/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	0.26
TOTAL CHECK									0.00 260.22
A101	V49800	05/16/25	15899	SHERIDAN ALL PREP	1001288005000	360	SAP SSF MAY 2025	0.00	345,513.24
A101	V49800	05/16/25	15899	SHERIDAN ALL PREP	1001288005000	360	2023/24 YEAR END	0.00	215,929.03
TOTAL CHECK									0.00 561,442.27
A101	V49815	05/27/25	03048	AFLAC	100	L472.006	DED:2066 AFLAC	0.00	194.74
A101	V49816	05/27/25	10094	AMERICAN FIDELITY A	100	L472.011	FOR 05/25 FLEX AMT	0.00	278.70
A101	V49816	05/27/25	10094	AMERICAN FIDELITY A	100	L472.002	DED:2070 MEDICAL	0.00	100.00
A101	V49816	05/27/25	10094	AMERICAN FIDELITY A	100	L472.003	DED:2069 AMER DEPEN	0.00	437.96
TOTAL CHECK									0.00 816.66
A101	V49817	05/27/25	10097	AMERICAN FIDELITY A	100	L472.033	DED:4004 TSA	0.00	4,342.00
A101	V49817	05/27/25	10097	AMERICAN FIDELITY A	100	L472.039	DED:4010 ROTH IRA	0.00	250.00
A101	V49817	05/27/25	10097	AMERICAN FIDELITY A	100	L472.038	DED:4003 DEF COMP	0.00	1,225.00
TOTAL CHECK									0.00 5,817.00
A101	V49818	05/27/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	8,253.98

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	V49818	05/27/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	525.00
TOTAL CHECK								0.00	8,778.98
A101	V49819	05/27/25	16905	AXA-EQUITABLE	100	L472.035	DED:4009 TSA	0.00	2,891.60
A101	V49820	05/27/25	16768	HRA VEBA TRUST CONT	100	L472.012	DED:2034 HRA	0.00	18,229.00
A101	V49821	05/27/25	03099	OREGON DEPT OF REVE	100	L472.965	DED:6003 ORE REV	0.00	166.83
A101	V49822	05/27/25	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	2,304.37
A101	V49825	05/27/25	16131	EMPLOYMENT DEPARTME	100	L473.004	Q1/25 UNEMPLOYMENT	0.00	848.25
A101	V49826	05/27/25	11747	INTERNAL REVENUE SE	100	L471.001	Q2/25 FED W/H	0.00	0.01
A101	V49826	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICARE	0.00	44.27
A101	V49826	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	189.29
TOTAL CHECK								0.00	233.57
A101	V49827	05/27/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	0.63
A101	V49827	05/27/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	0.63
A101	V49827	05/27/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	1.51
A101	V49827	05/27/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	63.00
TOTAL CHECK								0.00	65.77
A101	V49828	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICARE	0.00	16,372.25
A101	V49828	05/27/25	11747	INTERNAL REVENUE SE	100	L471.001	Q2/25 FED W/H	0.00	45,468.89
A101	V49828	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	70,005.47
TOTAL CHECK								0.00	131,846.61
A101	V49829	05/27/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	129.97
A101	V49829	05/27/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	129.97
A101	V49829	05/27/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	572.96
A101	V49829	05/27/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	36,289.00
TOTAL CHECK								0.00	37,121.90
A101	V49830	05/27/25	02037	OREGON PERS/EMPLOYE	100	L472.020	05/20/25 STMT	0.00	146.39
A101	V49831	05/27/25	11747	INTERNAL REVENUE SE	100	L471.001	Q2/25 FED W/H	0.00	15.02
A101	V49831	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICARE	0.00	215.17
A101	V49831	05/27/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	920.05
TOTAL CHECK								0.00	1,150.24
A101	V49832	05/27/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	0.28
A101	V49832	05/27/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	0.28
A101	V49832	05/27/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	7.40
A101	V49832	05/27/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	303.00
TOTAL CHECK								0.00	310.96
TOTAL CASH ACCOUNT								0.00	1,334,354.60
TOTAL FUND								0.00	1,334,354.60

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FUND - 202 - CARES FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49814	05/21/25	15056	AMANDA SNOOK	2023300005000	410	COMM CARES 5/9	0.00	185.97
TOTAL CASH ACCOUNT								0.00	185.97
TOTAL FUND								0.00	185.97

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FUND - 204 - HIGH SCHOOL SUCCESS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49748	05/01/25	01578	MCMINNVILLE GAS INC	2041299620050	410	4/1/25 AG GREENHOUS	0.00	1,037.86
A101	49768	05/06/25	01578	MCMINNVILLE GAS INC	2041299620050	410	AG GREENHOUSE PROPA	0.00	462.14
A101	49768	05/06/25	01578	MCMINNVILLE GAS INC	2041299620050	410	AG GREENHOUSE PROPA	0.00	514.44
TOTAL CHECK								0.00	976.58
A101	49775	05/06/25	04563	SHERIDAN BUILDING M	2041299620050	410	SR PROJECT 4/11	0.00	81.97
A101	49788	05/14/25	01206	INDUSTRIAL WELDING	2041299620050	410	TANK RENTAL	0.00	5.00
A101	49811	05/21/25	17224	US BANK/15	2041299620050	410	SUPPLY	0.00	168.54
A101	49811	05/21/25	17224	US BANK/15	2041299620050	410	SUPPLY	0.00	200.74
TOTAL CHECK								0.00	369.28
A101	49833	05/28/25	16021	AVID CENTER	2041299620050	340	2025 AVID SUMMER IN	0.00	7,350.00
A101	49854	05/29/25	16681	OETC	2041299620050	470	ADOBE 6/26/25 -626/	0.00	2,425.00
TOTAL CASH ACCOUNT								0.00	12,245.69
TOTAL FUND								0.00	12,245.69

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FUND - 207 - ESD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49744	05/01/25	15710	JULIA HOLSTI	2072240005050	340	MILEAGE ACTE HOLST	0.00	117.60
A101	49793	05/14/25	17071	US BANK/10	2072240005050	340	FOOD COSTS OREGON	0.00	50.98
A101	49793	05/14/25	17071	US BANK/10	2072240005050	340	LODGING OREGON ACT	0.00	346.50
TOTAL CHECK								0.00	397.48
A101	49794	05/14/25	17274	US BANK/16	2072240005050	410	SUPPLY	0.00	148.38
A101	49810	05/21/25	17222	US BANK/13	2072240005050	340	FOOD OR HOLSTI ACT	0.00	55.15
A101	49841	05/28/25	17515	MINA M HUTCHINSON	2072240005050	340	MILEAGE WESD/REN ME	0.00	54.60
A101	49849	05/28/25	17162	WINCO FOODS	2072240005050	410	WATER 5/28/25	0.00	1,724.16
A101	49856	05/29/25	17220	US BANK/11	2072240005050	319	OUTDOOR SCHOOL SUPP	0.00	230.55
TOTAL CASH ACCOUNT								0.00	2,727.92
TOTAL FUND								0.00	2,727.92

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FUND - 208 - OCF

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49764	05/06/25	17556	ELAINE BURKE	2082690005000	389	COMMUNCIATION APR '	0.00	2,720.00
TOTAL CASH ACCOUNT								0.00	2,720.00
TOTAL FUND								0.00	2,720.00

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FUND - 209 - CAREER PATHWAYS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49769	05/06/25	17455	NASCO	2091131620130	410	SUPPLY 4/24	0.00	44.40
A101	49793	05/14/25	17071	US BANK/10	2091131620130	410	SUPPLY - CTE PATHWA	0.00	1,795.25
A101	49794	05/14/25	17274	US BANK/16	2091131620130	410	SUPPLY - CTE PATHWA	0.00	44.40
TOTAL CASH ACCOUNT								0.00	1,884.05
TOTAL FUND								0.00	1,884.05

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FUND - 215 - SIA GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49799	05/14/25	16315	YAMHILL COUNTY HEAL	2152143005050	389	COUNSELING APRIL	0.00	9,397.58
TOTAL CASH ACCOUNT								0.00	9,397.58
TOTAL FUND								0.00	9,397.58

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FUND - 223 - YCCO BOOKMOBILE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49794	05/14/25	17274	US BANK/16	2231299005000	410	SENIOR PROJECT	0.00	2,396.83
TOTAL CASH ACCOUNT								0.00	2,396.83
TOTAL FUND								0.00	2,396.83

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FUND - 232 - SCHOOL HEALTH SVS GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49794	05/14/25	17274	US BANK/16	2322690005362	340	FOOD COST OSNA SPR	0.00	131.00
A101	49794	05/14/25	17274	US BANK/16	2322690005362	340	LODGING OSNA SPRIN	0.00	225.32
TOTAL CHECK								0.00	356.32
TOTAL CASH ACCOUNT								0.00	356.32
TOTAL FUND								0.00	356.32

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ACCOUNTING PERIOD: 12/25

FUND - 233 - IDEA GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49793	05/14/25	17071	US BANK/10	2331250000320	410	IDEA SUPPLY	0.00	355.47
A101	49810	05/21/25	17222	US BANK/13	2331250000320	410	IDEA SUPPLY	0.00	211.28
A101	49811	05/21/25	17224	US BANK/15	2331250000320	410	IDEA SUPPLY	0.00	83.91
A101	49855	05/29/25	17404	KAREN LYNN LAMPING	2331250000320	340	OGA ORTON-GILLINGHA	0.00	2,400.00
TOTAL CASH ACCOUNT								0.00	3,050.66
TOTAL FUND								0.00	3,050.66

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FUND - 252 - CTEC REVITALIZATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49804	05/21/25	17549	CRAIG ALAN BROCKETT	2522690005554	389	RCTE 4/21-5/16/25	0.00	3,650.00
TOTAL CASH ACCOUNT								0.00	3,650.00
TOTAL FUND								0.00	3,650.00

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FUND - 254 - EARLY LITERACY GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49856	05/29/25	17220	US BANK/11	2541111137000	410	SCHOLASTIC BOOK FAI	0.00	375.69
A101	49856	05/29/25	17220	US BANK/11	2541111137000	410	FRIDAY ENRICHMENT	0.00	145.67
TOTAL CHECK								0.00	521.36
TOTAL CASH ACCOUNT								0.00	521.36
TOTAL FUND								0.00	521.36

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FUND - 264 - HAMPTON LUMBER - CTECH

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49738	05/01/25	17488	BREMIK CONSTRUCTION	2642690005000	389	BRCTEC 4/23	0.00	265,964.35
A101	49739	05/01/25	17073	BRIC ARCHITECTURE I	2642690005000	389	ARCH SERV MAR '25	0.00	2,048.00
A101	49739	05/01/25	17073	BRIC ARCHITECTURE I	2642690005000	389	STRUC ENG MAR '25	0.00	2,200.00
TOTAL CHECK								0.00	4,248.00
A101	49757	05/06/25	17073	BRIC ARCHITECTURE I	2642690005000	389	ARCH SERV FEB '25	0.00	2,048.00
A101	49767	05/06/25	17489	JUST LOOK LEFT LLC	2642690005000	389	GRANT CONSULT APR '	0.00	3,000.00
A101	V49736	05/01/25	17012	OTAK INC	2642690005000	389	BRCTEC MAR '25	0.00	2,200.00
A101	V49736	05/01/25	17012	OTAK INC	2642690005000	389	BRCTEC FEB '25	0.00	4,765.00
TOTAL CHECK								0.00	6,965.00
A101	V49782	05/10/25	17012	OTAK INC	2642690005000	389	BRCTEC APR '25	0.00	3,119.25
TOTAL CASH ACCOUNT								0.00	285,344.60
TOTAL FUND								0.00	285,344.60

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FUND - 270 - FFV PROGRAM

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/9 FFVP CREDIT	0.00	-107.10
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/15 FFVP CREDI	0.00	-48.75
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/1 FFVP	0.00	291.30
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/8 FFVP	0.00	440.10
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/25 FFVP	0.00	462.20
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/29 FFVP	0.00	924.90
A101	49779	05/06/25	17077	UNITED SALAD CO	2703100116000	450	FCS 4/22 FFVP	0.00	994.90
TOTAL CHECK								0.00	2,957.55
TOTAL CASH ACCOUNT								0.00	2,957.55
TOTAL FUND								0.00	2,957.55

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 ACCOUNTING PERIOD: 12/25

FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49751	05/01/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 4/28	0.00	909.59
A101	49751	05/01/25	02625	SYSCO FOOD SERVICES	2713100620000	450	FCS 4/28	0.00	2,709.36
TOTAL CHECK									3,618.95
A101	49753	05/01/25	03702	WILLAMETTE EDUCATIO	2713100116000	319	EDUSTAFF APRIL PAYD	0.00	1,063.67
A101	49777	05/06/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/29	0.00	282.11
A101	49777	05/06/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/1	0.00	322.04
A101	49777	05/06/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 4/29	0.00	105.15
TOTAL CHECK									709.30
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/24 NSLP CREDI	0.00	-78.28
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/17 NSLP CREDI	0.00	-31.65
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/22 NSLP CREDI	0.00	-18.10
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/29 NSLP	0.00	377.35
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/15 NSLP	0.00	573.70
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/22 NSLP	0.00	609.75
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/8 NSLP	0.00	615.00
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100116000	450	FCS 4/1 NSLP	0.00	699.10
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100620000	450	SHS 4/8	0.00	388.65
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100620000	450	SHS 4/29	0.00	408.95
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100620000	450	SHS 4/1	0.00	447.15
A101	49779	05/06/25	17077	UNITED SALAD CO	2713100620000	450	SHS 4/22	0.00	498.20
TOTAL CHECK									4,489.82
A101	49787	05/14/25	15986	GOODY MAN DISTRIBUT	2713100116000	450	FCS 5/8	0.00	261.48
A101	49787	05/14/25	15986	GOODY MAN DISTRIBUT	2713100620000	450	SHS 5/8	0.00	48.20
TOTAL CHECK									309.68
A101	49790	05/14/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/8	0.00	201.70
A101	49790	05/14/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/6	0.00	258.97
A101	49790	05/14/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 5/6	0.00	91.74
TOTAL CHECK									552.41
A101	49791	05/14/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 5/5	0.00	2,760.45
A101	49791	05/14/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 5/5	0.00	726.62
TOTAL CHECK									3,487.07
A101	49793	05/14/25	17071	US BANK/10	2713100005000	410	FOOD SUPPLY	0.00	134.50
A101	49801	05/21/25	16851	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 5/8	0.00	255.25
A101	49801	05/21/25	16851	AUTO-CHLOR SYSTEM	2713100116000	324	SHS 5/8	0.00	255.25
TOTAL CHECK									510.50
A101	49813	05/21/25	17218	JENNIFER VESPER	2713100005000	340	MILE 5/15-16 HOOD R	0.00	182.00
A101	49839	05/28/25	15986	GOODY MAN DISTRIBUT	2713100116000	450	FCS 5/22	0.00	113.48
A101	49839	05/28/25	15986	GOODY MAN DISTRIBUT	2713100620000	450	SHS 5/22	0.00	45.00
TOTAL CHECK									158.48
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/20	0.00	19.92

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FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/20	0.00	106.24
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/22	0.00	162.75
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/13	0.00	248.14
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 5/20	0.00	265.32
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 5/13	0.00	91.74
A101	49846	05/28/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 5/20	0.00	106.86
TOTAL CHECK								0.00	1,000.97
A101	49847	05/28/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 5/19	0.00	2,605.45
A101	49847	05/28/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 5/12	0.00	3,046.60
A101	49847	05/28/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 5/12	0.00	1,286.30
A101	49847	05/28/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 5/19	0.00	1,646.55
TOTAL CHECK								0.00	8,584.90
A101	49857	05/29/25	03702	WILLAMETTE EDUCATIO	2713100116000	319	EDUSTAFF SUBSTITUE	0.00	312.84
TOTAL CASH ACCOUNT								0.00	25,115.09
TOTAL FUND								0.00	25,115.09

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FUND - 281 - PERS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	V49755	05/06/25	15648	OEBB	2812700005000	240	05/25 OEBB	0.00	3,166.15
TOTAL CASH ACCOUNT								0.00	3,166.15
TOTAL FUND								0.00	3,166.15

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FUND - 403 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	49840	05/28/25	16143	RUBEN CRUZ	4032542005000	389	FCS 4/20 27 5/4 11/	0.00	1,200.00
TOTAL CASH ACCOUNT								0.00	1,200.00
TOTAL FUND								0.00	1,200.00
TOTAL REPORT								0.00	1,691,274.37

Sheridan School District 48J
RESOLUTION 25-09



ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Sheridan School District 48J hereby adopts the budget for fiscal year 2025-26 in the total of \$34,472,476 now on file at the District Office.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purpose shown below are hereby appropriated:

100 General Fund		300 Debt Service	
Instruction	11,045,262	Debt Service	<u>681,017</u>
Support Services	4,554,493	Fund Total	\$ 681,017
Transfer	100,000		
Contingency	<u>200,000</u>		
Fund Total	\$ 15,899,755		
200 Combined Special Project Fund		400 Capitol Project Funds	
Instruction	1,517,451	Support Services	310,000
Support Services	2,292,404	Facilities	12,007,000
Enterprise Services	629,849	Transfer	<u>50,000</u>
Transfer	<u>10,000</u>	Fund Total	\$ 12,367,000
Fund Total	\$ 4,449,704		
		600 Unemployment Fund	
		Support Services	<u>275,000</u>
		Fund Total	\$ 275,000
		TOTAL APPROPRIATIONS	33,672,476
		TOTAL UNAPPROPRIATED RESERVE	<u>800,000</u>
		TOTAL ADOPTED BUDGET	\$ 34,472,476

The above resolution statements were approved and declared adopted on this 18th day of June 2025.

Board Chair

Superintendent

Sheridan School District 48J
25-11 RESOLUTION
Appropriation Authority



WHEREAS, the District requests the authority to receive unanticipated additional funds for the General Fund and to account for additional expenditures.

NOW, THEREFORE BE IT RESOLVED THAT:

The district does hereby appropriate the amount shown below for the 2024-2025 fiscal year.

<u>Resources</u>		<u>2024-25 Budget</u>
100-R1111	Current Year Taxes	98,000
100-R1510	Interest on Investments	66,000
100-R3101	State School Fund	400,000
Total Resource:		<u>\$564,000</u>

<u>Requirements</u>		
100.1288.005.000.360	Charter School Payment	198,000
100.11xx.xxx.xxx.319	Substitute Services	95,000
100.2xxx.xxx.xxx.3xx	Support Services Purchased Services	171,000
100.255x.xxx.xxx.33x	Transportation	100,000
Total Requirement:		<u>\$564,000</u>

Scott Burke, Board Chair

Dorie Vickery, Superintendent

Date Resolution Adopted

Sheridan School District 48J
25-11 RESOLUTION
Appropriation Authority



WHEREAS, the District requests the authority to receive unanticipated additional funds for the General Fund and to account for additional expenditures.

NOW, THEREFORE BE IT RESOLVED THAT:

The district does hereby appropriate the amount shown below for the 2024-2025 fiscal year.

<u>Resources</u>		<u>2024-25 Budget</u>
100-R1111	Current Year Taxes	98,000
100-R1510	Interest on Investments	66,000
100-R3101	State School Fund	400,000
Total Resource:		<u>\$564,000</u>

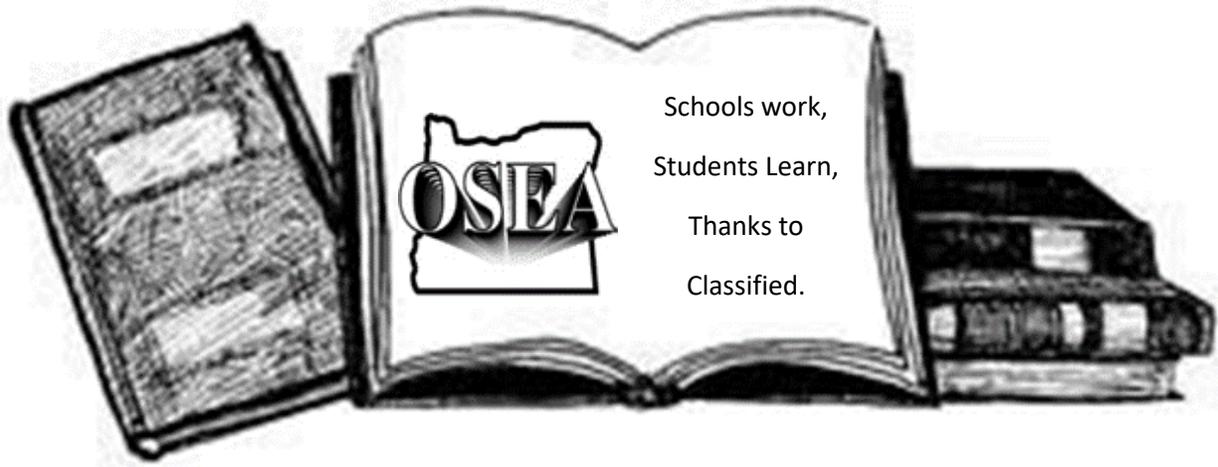
<u>Requirements</u>		
100.1288.005.000.360	Charter School Payment	198,000
100.11xx.xxx.xxx.319	Substitute Services	95,000
100.2xxx.xxx.xxx.3xx	Support Services Purchased Services	171,000
100.255x.xxx.xxx.33x	Transportation	100,000
Total Requirement:		<u>\$564,000</u>

Scott Burke, Board Chair

Dorie Vickery, Superintendent

Date Resolution Adopted

Collective Bargaining Agreement
Between
Sheridan School District 48J
And
Oregon School Employees Association
AFT Local 6732, ALF-CIO
on behalf of
OSEA Chapter 98



2025-2028

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PREAMBLE

- A. This Agreement is entered into between the Board of Education on behalf of Sheridan School District No. 48J, Sheridan, Yamhill County, Oregon, herein referred to as the “Board” or “District,” and the Oregon School Employees Association, herein referred to as the “Union” or “OSEA,” on behalf of OSEA Chapter 98.
- B. The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for classified personnel included in the bargaining unit.

ARTICLE 1: RECOGNITION

- A. The Board recognizes the Union as the exclusive bargaining representative on wages, hours, and conditions of employment for all classified personnel employed by the District.
- B. Supervisors, confidential employees, substitutes, temporary, or contract agency employees are not represented by OSEA and therefore have no rights under the Collective Bargaining Agreement.
- C. Substitute employees are defined as those hired to temporarily replace bargaining unit employees who are on approved paid or unpaid leave of absence.
- D. Temporary employees are defined as those hired for a special assignment or project for not more than ninety (90) workdays. If a temporary employee's employment exceeds ninety (90) workdays, the employee shall become a regular classified employee with full rights under this Agreement.
- E. Supervisors are employees as defined by ORS 243.650(23). Confidential employees are employees as defined by ORS 243.650(6).
- F. The purpose of this Article is to recognize the right of the bargaining agent to represent employees in the bargaining unit in negotiations with the Board. Granting recognition is not to be construed as obligating the Board in any way to continue any functions or policies. The Board reserves the right to create, combine, or eliminate any positions as, in its judgment, is deemed necessary.

ARTICLE 2: DISTRICT RESPONSIBILITIES

- A. The Board shall carry out the will of the people in this District in all matters pertaining to public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept, or reject, the provisions of permissive laws. The Board shall act in its policy forming capacity relating to the selection of the Superintendent and faculty, the school budget, the acquisition of school sites and buildings, the expansion of the education system, the organization of schools and salary schedules.

- B. In all cases where Oregon Revised Statutes do not provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities. The Board shall also appraise the efficiency of operation of general activities, and the worth and value of the results of the activities in relation to the efficiency and value of programs. In addition, the Board shall see that its policies are carried out.

ARTICLE 3: NONDISCRIMINATION

The Union 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/color, religion, gender, sexual identity, sexual orientation, national origin, physical/mental disability (unless the disability constitutes a bona fide occupational disqualification), marital or veteran status or membership or non-membership in the Union.

ARTICLE 4: PAYROLL DEDUCTIONS

- A. Any member of the bargaining unit may authorize the District to deduct from their pay the amount of dues, fees, and/or assessments charged by the union. This authorization must be in writing and forwarded to the Payroll Office. Authorizations for payroll deduction under this Article shall remain valid until revoked by the employee in writing.
- B. The amounts deducted by the District shall be remitted, together with an itemized statement, to the Association by the first day of the month after such deductions are made.
- C. Upon hire, the District shall notify the Association of all new employees covered by this Agreement, and any employees covered by this Agreement who terminate employment. The notification of new employees shall contain the names of the employees, their job classification, work locations and home addresses and phone numbers.
- D. The Association agrees that it will indemnify, defend and hold the District harmless from all suits, actions, proceedings or claims against the District involving the application of this Article
- E. To protect employees' personal information, the District will abide by ORS 192.355(2)(a) and ORS 192.345(7). The District will notify the Association within 24 hours if a third party requests the personal information of employees.
- F. In the event that Fair Share fees are deemed legal, the parties agree to reinstate fair share fees equal to the amount of Union dues for all employees in the bargaining unit who are not members of the Union.

ARTICLE 5: UNION SECURITY/CONTRACTING OUT

- A. Employees have the right to join the Union, but membership in the Union shall not be required as a condition of employment. The District will advise all newly employed bargaining unit members at the time of their employment that the Union is their exclusive representative and shall inform all new employees that the collective bargaining agreement is available on the district webpage.
- B. The District will maintain a copy of the current collective bargaining agreement at all jobsites, as well as contact information for union representatives.
- C. **Contracting Out**
 - 1. Under the requirements of state law, if the District decides to take steps to contract out work done exclusively by bargaining unit members, the District will notify the Union in writing of the proposed action.
 - 2. If the Union demands to bargain within fourteen (14) days, the decision and impact of contracting out will be bargained in accordance with ORS 243.698, except that the ninety (90) day period shall be reduced to a forty-five (45) day period (expedited bargaining).
 - 3. In the event the District chooses to contract out bargaining unit positions, current employees shall be given first consideration for all positions. The Association retains its right to bargain over the impact of the decision.

ARTICLE 6: EMPLOYEE EVALUATION AND PROBATIONARY PERIOD

- A. The District and OSEA will form a committee to create an evaluation process for bargaining unit members. The evaluation process will use current technology and be applicable to all OSEA positions. The goal of the evaluation process is to provide relevant feedback to improve job performance and determine future employment with the District.
 - 1. The OSEA President shall appoint the OSEA committee members.
 - 2. The committee will have equal members of OSEA members and District representatives.
 - 3. The committee will meet monthly to establish an evaluation process and then meet annually to review.
- B. The written evaluation will be shared with the employee, providing an opportunity to discuss the performance evaluation.
- C. Evaluation of a bargaining unit member shall be conducted by the employee's immediate supervisor. An employee's immediate supervisor must be an administrator or other management staff and not a member of any bargaining unit.
- D. The District will provide classified employees a yearly survey, providing feedback on the employee's supervisor.
- E. All new classified employees will serve a one hundred twenty (120) calendar-day probationary period. Prior to the completion of their probationary period, their job performance shall be evaluated by their supervisor. If there are no job performance issues, regular employee status may be presumed at the completion of the probationary period.

Probationary employees may be disciplined, demoted, or dismissed only for just cause. The grievance process for probationary status employees shall conclude with Level 3, Appeal to the School Board, and shall not be subject to arbitration or unfair labor practice.

- F. The District shall retain the right to return a regular status employee on a ninety (90) calendar day promotional probationary status to their previous position if, in the District's judgment, their work performance fails to meet required work standards or upon request of the employee to be returned to their immediate previous position.

ARTICLE 7: ASSIGNMENTS AND TRANSFERS

A. Vacancies

1. Employees within the District will be notified of vacant positions as they occur, with consideration given to the District employees already employed. Announcements for open positions shall be emailed to all employees at least five days prior to posting the position for outside applicants.
2. When a position is posted, the following procedures will be followed:
 - a. The posted notice shall include the application requirements and a statement of the duties and responsibilities of the vacant position and the knowledge, skills, and abilities which describe the qualifications for the position. The notice will be dated with the date posted and include the closing date, if one is designated.
 - b. Any person in the bargaining unit may submit an application within the time limit set forth in the posting. The District will give consideration to all internal applicants and will interview a minimum of two (2) internal applicants if they meet the minimum qualifications for the position. If an internal applicant is qualified for the open position, preference shall be given to the internal applicant.
 - c. When the vacancy is filled, the District shall notify all internal applicants of the action taken. Any internal applicant not selected for the position may request and will be furnished with a statement of the reason(s) for non-selection, provided that the request is submitted within ten (10) working days from the day the employee was notified.
 - d. Any internal applicant not selected for the position may request a meeting with the appropriate supervisor to discuss the reason(s) for non-selection, and what action(s) could be taken by the employee to improve their skills.

B. Assignments and Transfers

1. Work assignments shall be made by the District, taking into consideration, so far as practical, the employee's training, experience, specific achievements, and seniority within the District.
2. **Involuntary Transfer.** When making involuntary transfers, the District, where practical, shall take the training, experience, specific achievements, seniority within the District, and wishes and convenience of the employee into consideration; however, it is understood that the job requirements and best interests of the school system are of primary importance. Involuntary transfers to a lower classification that result in a reduction of pay shall be considered disciplinary and be subject to the provisions of articles 22 and 23 of this CBA.

3. **Voluntary Transfer.** Any employee desiring a transfer to another position shall make their request known to the District. Applications for transfer must be in writing and renewed annually in order to remain valid.
4. Employees transferred or promoted to a higher job classification shall be placed at a level in the new classification that provides a salary not less than 2% higher than the previous salary before transfer. In determining this placement, consideration shall be given to employees' experience and years of service.

ARTICLE 8: LAYOFF AND RECALL

A. **Definitions**

1. District seniority shall be defined as the total length of continuous service within the District as a classified employee. Seniority shall begin at the time of hire and shall not be broken by unpaid leave, except that unpaid leave of greater than ninety (90) workdays shall be used to break ties in seniority. The time of hire is defined as the first day of actual service as a classified employee.
2. Classification seniority shall be defined as the total length of continuous service within a classification. Seniority shall begin at the time of hire and shall not be broken by unpaid leave, except that unpaid leave of greater than ninety (90) workdays shall be used to break ties in seniority. The time of hire is defined as the first day of actual service in a classification.
3. Ties for position on the seniority list, after ninety (90) days of leave are subtracted (per number 2, above), shall be broken by the drawing of lots in the presence of Association and District representatives.

B. **Layoffs (Reduction in Force)**

1. A layoff is a reduction of more than two hours in an employee's daily work schedule.
2. The District shall determine when a layoff or hour reduction is necessary and what position(s) be cut or hours reduced. However, the District agrees that such a layoff or hour reduction shall be determined by the employee's District seniority. Specialized training and/or experience may also be considered. Layoffs shall be implemented in accordance with the procedures included herein.
3. A reduction of up to two hours in an employee's daily work schedule shall not be considered a layoff and shall not be subject to the provisions of this section.
4. Whenever the District determines a layoff is necessary, it shall immediately provide the Union President (of OSEA Chapter 98) a layoff list. Except in the event of an emergency, affected employees shall be notified at least fifteen (15) calendar days prior to the effective date of the layoff. In the event of school closure due to lack of funds, however, the notice shall be ten (10) calendar days.
5. Employees notified of an impending layoff must be considered for a position in another job classification based upon their training, experience, specific achievements, and seniority with the District.
6. The OSEA Chapter 98 President and Vice President shall not lose employment as the result of a layoff during the life of this contract.

C. **Bumping Rights**

1. No employee may displace (bump) a more senior employee.
2. An employee notified of a layoff may only bump the least senior person in the employee's job classification or any lower ranked job in the classification group.
3. An employee who works less than four (4) hours daily may not bump a person working four or more hours daily.
4. An employee working more than four (4) hours daily may exercise bumping rights into a position having fewer than four (4) hours. The employee shall still retain recall rights to a position with the same pay and number of hours as that which they held before layoff and for which the employee is qualified.
5. An employee transferred to a temporary position as a result of a layoff shall continue to be a regular employee and shall not lose recall rights to a regular position.
6. A laid off employee who previously worked in a different classification for the district may "bump" a member in the previous classification as long as two conditions are met:
 - a. The laid off employee has greater classification seniority than the person to be "bumped"; and,
 - b. The laid off employee had satisfactory evaluation in their current position and in their position in the previous classification.
7. Laid-off employees shall remain on the recall list:
 - a. Until such time as they are restored to the greater of 80% of hours or receive full restoration of benefits.
 - b. A period no longer than 27 months.

D. **Recall Procedure**

1. The District shall determine which position(s) or hours will be restored. This recall provision will be in effect for two (2) years from the date of layoff or hour reduction.
2. Recalled or restored hour(s) restoration shall be by inverse order of layoff or hour reduction when more than one employee is involved in the same work classification group.
3. Notice of recall shall be sent via certified mail to the last address given to the District Office by the employee. The employee shall have fifteen (15) calendar days from the date the notice of recall was mailed to notify the District of their intent to return. The employee must report on the starting date specified by the District. Failure to notify the District of intent to return or to return to work on the given date shall be considered the

resignation of said employee.

4. A laid-off employee may request consideration from the Superintendent/Designee to remain on the recall list beyond one offer.
5. Each employee shall keep the District informed of their current address for recall notification.
6. If an employee on layoff status who, prior to layoff, held a full-time position accepts a part-time position, the employee remains on the recall list until such time as the employee is restored to a full-time position for which the employee is qualified, based upon training, experience, and specific achievements.
7. Upon request, the District agrees to provide the Union a complete list of all classified employees, including each employee's date of hire and total experience in job classification and in the District.

E. Layoff Benefits

1. Subject to the group employee insurance carrier, the District shall extend coverage under its medical program, for the balance of the layoff to employees who are laid off. The District will pay the cost of such medical premiums during the first three (3) months following layoff and such coverage may be continued by the employee for the balance of the layoff provided the employee pays the premium. Employees who accept other employment shall not be eligible for the extension of group insurance coverage, except as provided under COBRA guidelines.
2. All benefits to which an employee was entitled at the time of their layoff will be restored upon their return to active employment and the employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.
3. Time that an employee spends on the layoff list does not count toward movement on the salary schedule nor toward accrual of benefits. But in the situation where an employee works at least 135 student contact days in a year they will receive credit for vertical movement on the salary schedule.

F. School Closure

The employment relationship between the bargaining unit members and the District shall continue to the extent described in this Article during any period of school closure, due to lack of funding, and the District acknowledges that the bargaining unit members are temporarily laid off unless otherwise notified. Employees are not paid for any days laid off and District paid portions of the insurance premium shall cease with coverage continued only if employees pay the premium.

G. **Review Process**

The application of this Article may be reviewed through the grievance procedure contained elsewhere in this Agreement.

ARTICLE 9: WORK SCHEDULES

- A. Work hours and days shall be set by the District, as included on the employee's working agreement, unless otherwise addressed herein. It is recognized that the Board has the responsibility to set the annual school calendar. Classified employees shall be provided an annual work calendar, via email, that indicate every work day and all holidays for that employee by July 1st. A copy of the adopted calendar will be provided with the employee's working agreement.
- B. In addition to regular work hours, employees shall attend staff meetings outside of building hours when and as required by the Superintendent or immediate supervisor. All effort shall be made to allow at least two days' notice. If an employee is required to attend said staff meetings, the employee will be paid for this time.
- C. Employees shall adhere to the daily schedule and shall make no commitments which preclude their being present in their assigned responsibilities. Request for exceptions must be submitted to their immediate supervisor, and approval granted, prior to the anticipated employee absence and/or late arrival or early leaving. Employees shall not leave the buildings to which they are assigned without the consent of their immediate supervisor, except during their lunch break.
- D. The work schedule shall be the number of days included in the working agreement, less those days not worked due to school being closed, as covered herein.
- E. Employees shall be paid for District scheduled holidays, as included on the employee's calendar, when the employee has worked the immediate workday before and after such holiday.
- F. Paid holidays are as follows:

Regular school year employees:

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Martin Luther King Day
Memorial Day

12-Month employees:

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day

Holiday pay shall be equal to the employee's standard rate of pay for the hours normally scheduled to be worked. Example: a classified employee scheduled to work three and one-half (3½) hours per day, shall receive three and one-half (3½) hours of holiday pay for each holiday for which they are eligible.

- G. Employees will be provided with an unpaid, thirty (30) minute duty free meal period if they are scheduled to work more than six hours. The supervisor shall schedule this meal period as near mid-shift as possible.
- H. Each employee shall receive a ten (10) minute break for each four (4) hour period of work or major portion thereof as indicated in the state wage and hour regulations. The rest period shall be assigned by the supervisor as close to the middle of the work period as is practicable.

ARTICLE 10: COMPENSATION

- A. The compensation schedules for employees is attached to this Agreement as Appendices A, B, and C by this reference incorporated herein. Appendix A shall be effective on July 1, 2025 - June 30, 2026. Appendix B shall be effective July 1, 2026 - June 30, 2027. Appendix C shall be effective July 1, 2027 - June 30, 2028.

Salary Increase:

2025-2026: A three and a half percent (3.5%) cost of living increase shall be applied to the 2024-2025 salary schedule.

2026-2027: A three and half percent (3.5%) cost of living increase shall be applied to the 2025-2026 salary schedule.

2027-2028: A three and half percent (3.5%) cost of living increase shall be applied to the 2026-2027 salary schedule.

- B. Employees who worked at least 90 days the prior year, shall automatically move step-to-step up the salary range for their classification until they reach the top step of the range. Employees who worked less than 90 days will stay at the current step. The effective date for each year's step increase is July 1st.
- C. If the licensed unit bargains a greater yearly percentage increase through the life of this contract the district will revise the classified salary schedule to reflect an increase equal to that of the licensed unit.
- D. The District agrees to pay the employee's required contribution in accordance with ORS 238.200 and shall "pick-up", assume, and pay six percent (6%) employee contribution to the Public Employee Retirement Fund for the employee members who participate in Public Employee Retirement System (PERS). Such "pick-up" or payment of employee member monthly contributions to the system shall continue for the remainder of this Agreement.
- E. In the event of a situation beyond the control of the Board which requires the closing of schools, the school year may be extended to compensate for the number of days lost in the schools, at the discretion of the Board. However, in compliance with Oregon wage and hour laws, the District recognizes that it must pay employees at their regular rate of pay for any days worked during an extension of the school year.
- F. Overtime as determined by Oregon law will be compensated at one and one-half (1 1/2) times the hourly salary.
- G. Custodians and Cafeteria employees shall receive a \$25 per month for clothing allowance to cover the purchase of work clothing.
- H. The Board shall pay an employee mileage for use of the employee's personal automobile at the current government rate per mile for all authorized business when prior administrator approval is received.

I. Reimbursement

1. The District shall reimburse employees for their expenses for workshops and for class registration fees, when such activities are related to their assigned work and have prior approval of the Principal and/or Superintendent.
 2. In addition, when the District mandates that an employee take a special class to obtain a license or permit, the employee shall be paid for the hours of the class or training at the regular rate of pay. If this class or training causes the employee's workweek to exceed forty (40) hours, the pay rate shall be at the overtime rate (time and a half) for the hours over forty (40) for that week.
 3. If a Title I Educational Assistant takes classes to meet the new Title I Educational Assistant requirements, the District shall provide tuition reimbursement upon advance approval of the Principal and the Superintendent. Title I Educational Assistant tuition reimbursement shall come from the Title I budget.
 4. The District agrees to reimburse employees for personal insurance deductible amount up to \$300, or a maximum of \$300 to be applied to the loss or damage if not insured, when personal property is lost or damaged as a result of theft or vandalism and when all reasonable precautions have been taken by the employee to safeguard against loss or damage.
 5. The District shall promote reasonable rules and regulations outlining the procedures and documentation needed for payment of a reimbursable claim. Those rules shall be governed by the following provisions:
 - a. Employees must report the theft or vandalism to the appropriate police officials within seventy-two (72) hours of knowledge of the incident.
 - b. Employees must complete a statement for district records explaining the circumstances surrounding theft or vandalism.
 - c. Repair or replacement costs shall be based on the most current and available rates and/or prices.
- J. An employee temporarily assigned by the District to replace an absent employee who is in a higher paying classification shall be considered acting out of classification after five (5) consecutive working days, and, said employee shall be entitled to the same rate of pay as the absent employee.
- K. The Employee Handbook shall outline the procedure for staff to choose to either receive their July and August pay with the June payroll or to have July and August checks distributed in July and August.

L. Longevity Pay

Employees who have been employed by the District for fifteen (15) to nineteen (19) years without break in service, and who are at the top step of the salary schedule shall receive a \$500 stipend beginning in year fifteen (15).

Employees who have been employed by the District for twenty (20) or more years without a break in service, and who are at the top step of the salary schedule shall receive a \$750 stipend beginning in year 20 and continuing on for each subsequent year of service in the district.

Employees who achieve their respective longevity years between July 1st and December 31st will begin receiving their stipend on their January paycheck. Employees who achieve the respective longevity years between January 1st and June 30th will begin receiving pay for their longevity level on their first paycheck of the following school year.

M. Compensatory time may be granted for hours worked beyond the regular work schedule, at the sole discretion of the District and upon prior approval of the employee's supervisor.

N. Salary Schedule Placement

At the time an employee is newly hired, the District will designate the proper placement of the employee on the appropriate wage schedule on the basis of bona fide factors, such as the employee's relevant work experience, training, and skills, in accordance with the Oregon Pay Equity law.

A regular status employee who is hired into a higher paid range job title shall be placed on the higher pay range in accordance with the Oregon Pay Equity law.

A change in Position involving duties with lesser responsibilities (demotion) shall be in accordance with the Oregon Pay Equity law.

O. Licensed Vacancy Coverage

If a licensed vacancy is unable to be filled by another licensed staff member or licensed substitute, a classified staff member may fill the vacancy in a supervisory capacity (for no more than two class periods or the equated time of two class periods) but is not to provide instruction to students. The classified employee will only be assigned to this supervisory duty by mutual agreement between the employee and the administration.

A licensed staff member will be available for backup support if needed.

The district will provide any training necessary for the classified employee to fulfill the supervisory duties.

Substandard performance in the assignment shall not result in discipline for the employee but may result in no longer being offered the assignment. However, misconduct could result in discipline.

Administration will consider the duties of the classified staff member, prior to assignment to the licensed vacancy, to minimize disruption to students; for instance, a classified staff member already assigned to a student group during the vacant period should not be reassigned to the licensed vacancy.

Classified staff shall be compensated \$50 per day in addition to their regular daily wages when asked to fill a licensed vacancy, regardless of the number of class periods covered.

P. **Retire/Rehire**

In the event the District offers post-retirement employment, it is agreed that the work shall be considered bargaining unit work and that the employee shall be subject to all terms and conditions of the collective bargaining agreement except as follows:

1. The District may designate the duration of a retiree's post-retirement employment with the District. At the conclusion of that duration, the employee shall have no right to continued employment with the District and may not challenge the District's decision not to extend employment further.
2. Employees shall maintain their same placement on the salary schedule as when they retired.
3. The District will continue to make insurance contributions as defined in Article 17 of this agreement.
4. Articles 8 (Layoff and Recall) and 16 (Leave Without Pay) shall not apply to employees rehired after retirement.
5. All accrued leave allocations shall terminate at the time of retirement and shall no longer be available for use.
6. Employees will accrue one day of sick leave per month. This leave may be used as defined in this collective bargaining agreement. Sick leave will be awarded at the beginning of each month.
7. Employees will accrue personal days per article 15 of the Collective Bargaining Agreement, however they shall not be eligible for personal leave cash out.

ARTICLE 11: VACATION

- A. Vacation for twelve-month employees who have worked the number of consecutive years listed:

Years Worked Vacation Time	
Years Worked	Vacation Time
1-5 years	10 days
6+ years	One additional day per year, maximum of fifteen (15) total days

- B. Allowed vacation time must be taken between July 1 and June 30 of the year it is available. There will be no carryover of vacation to a subsequent contract year, unless approved in advance by the Superintendent.

ARTICLE 12: PERSONNEL FILES

- A. The official files for all employees are confidential and shall be kept in the District Office.
- B. An employee may make a written statement relating to any evaluation, reprimand, charge, action, or any matter placed in the employee's personnel file and such statement shall be attached to the item and placed in the personnel file. The employee shall give a copy of the statement to the employee's supervisor.
- C. The personnel file shall be open for inspection by the employee but shall be open only to such other persons as are officially designated by the District, Board, or by the employee. An employee may authorize whomever the employee wishes to view the employee's personnel file as long as the employee is either present in person or has signed a written authorization allowing another person to view the contents of the personnel file. The employee or the person the employee authorized to inspect the personnel file, may request copies of the contents of the personnel file. Items mutually agreed upon by the immediate supervisor, Superintendent, and employee may be removed.
- D. Personnel files shall not contain any information on District job performance that does not bear the employee's signature or initials indicating the employee has been shown the material, or a statement by the immediate supervisor that the employee has been shown the materials and has refused to sign or initial such material.

ARTICLE 13: UNION RIGHTS

- A. District email, and intra-school mail facilities may be used for distribution of Union communications so long as such communications are labeled as Union materials and contain the name of the authorizing Union official and are not detrimental to District employee relations or defaming to any individual or school district. The Union may also distribute union materials using the District email system.
- B. Union materials may be distributed to the staff within the immediate building at any time with the provision that this does not interfere with work responsibilities.
- C. Union members may make brief announcements at staff meetings, if time permits.

D. **Meetings**

Whenever the District schedules negotiations, grievance proceedings, or other meetings during working hours, any representative of the Union or any employee who is required to participate or is called as a witness by either party shall suffer no loss in pay.

- E. The District shall allow designated union representatives reasonable time to engage in the following activities during the employee's regularly scheduled work hours and at the District's facilities, without loss of compensation, seniority, leave accrual or any other benefits:
 - 1. Investigate and process grievances and other workplace-related complaints on behalf of the exclusive representative;
 - 2. Attend investigatory meetings, due process hearings involving represented employees;
 - 3. Participate in, or prepare for proceedings under ORS 243.650 to 243.782 or that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
 - 4. Act as a representative of the exclusive representative for employees within the bargaining unit for purposes of collective bargaining;
 - 5. Attend labor-management meetings, held by a committee composed of employers, employees and representatives of the labor organization to discuss employment relations;
 - 6. Provide information regarding the collective bargaining agreement to newly hired bargaining unit employees within thirty (30) calendar days from the date of hire for a period of at least thirty (30) minutes, during new employee orientation or at individual/group meetings that may take place during work hours;
 - 7. Testify in a legal proceeding in which the public employee has been subpoenaed as a witness

- F. For the purpose of this Article, “designated representatives” shall include chapter executive board officers and building representatives.
- G. The District shall not reduce a designated representative’s work hours to accommodate the designated representative’s performance of the activities listed above. However, the designated representative and their supervisor may agree to a flex schedule that allows the designated representative to perform the activities above during paid work hours.
- H. The District may refuse to authorize additional work hours that incur overtime pay as a result of performing the activities listed above.

I. **New Hires**

- 1. The District shall provide the Charter President and OSEA’s Director of Fiscal Operations (classified@osea.org) with an editable spreadsheet containing the following information (to the extent it exists within District records) for each employee in the bargaining unit, within ten (10) calendar days from the date of hire, or proceeding from the employee’s first payroll and every September 1 for employees in the bargaining unit who are hired:
 - a. The employee’s name and date of hire;
 - b. Contact information including:
 - 1. cellular, home and work telephone numbers;
 - 2. personal and work electronic mail addresses; and
 - 3. home or personal mailing address; and
 - c. Employment information including the employee’s job title, salary and worksite location.

J. **Employee Orientations**

- 1. If the District conducts an employee orientation, the District shall provide the union up to thirty (30) minutes to make a presentation to all bargaining unit members. The union shall also be permitted to set up a table at the orientation to meet directly with employees before, after, and during breaks at the orientation. No employee shall suffer a loss in compensation or benefits as a result of participating in or attending the union’s presentation
- 2. When a bargaining unit employee is hired after the employee orientation or when the District does not conduct an orientation, the union shall be permitted to meet with newly hired bargaining unit employees for up to thirty (30) minutes during work hours without loss in compensation or benefits for the newly hired employee or for designated representatives attending the meeting. Unless otherwise agreed, meetings with newly

hired employees shall take place at the newly hired employee's regular work location, within thirty (30) calendar days from the date of hire.

3. The Union shall be permitted to meet with employees during regular work hours at their regular work location to discuss grievances, complaints, and other workplace related matters, without loss of compensation or benefits to any employee, including any designated representative attending the meeting, so long as the meeting does not occur during and/or interfere with student-contact time.
- K. The Union may use District facilities and equipment, including computers, typewriters, copiers, printers, calculators, audiovisual equipment, and all other equipment, at reasonable times, with approval of the building administrator and when such equipment is not otherwise in use. The Union will pay for the reasonable cost of all materials and supplies incidental to such use and for any repairs necessitated as a result thereof.
 - L. The Union shall have in each building, the exclusive use of a bulletin board for Union information.
 - M. A night custodian on duty may attend a Union meeting within their building with the approval of the supervisor. One Union representative from each building may attend an association meeting in another building with approval of their supervisor.
 - N. The Union may request time release for certain employees to attend to Union business. The Union shall reimburse the District at the released employee's current hourly rate, including any associated payroll taxes. The District reserves the right to approve any release time.

ARTICLE 14: SICK LEAVE

- A. Sick leave is to be used for an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care or treatment, or dental care; and will be granted as provided by ORS 332.507.

"Family member" means any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

- B. Sick leave may also be used for approved FMLA, OFLA, and PLO (Paid Leave Oregon) in accordance with applicable regulations.
- C. The District shall allow the following number of days sick leave for employees covered under this Agreement, based on one day sick leave for each month worked, whereby the District pays full salary. This leave shall be front-loaded at the beginning of the school year, or upon hire, and shall accumulate without limit. A new employee is eligible to use their sick leave after working 30 calendar days after their start date. A "day" of sick leave shall be equal to the number of hours an employee is contracted to work. Example: A classified employee contracted to work four (4) hours per day, shall have their sick leave "day" be four (4) hours of paid sick leave. The District shall track sick leave by the hour so that if an employee's hours change, the hours of leave for a "day" can be adjusted to reflect their new schedule. This definition of "day" shall also be applicable to all other leaves covered in this contract (Articles 15-16).

Time Worked	Days Sick Leave
Regular School Year	10 Days
11 Months (220 days)	11 Days
12 Months (260 days)	12 Days

- D. When an employee will be absent, due to personal illness or injury, they shall give notice to their supervisor. If the absence is for three (3) or more consecutive days, the supervisor shall be notified of the probable date of return. The Superintendent may require a physician's written verification when sick leave exceeds five (5) consecutive workdays.
- E. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the District or furnish a medical doctor's certificate of good health prior to returning to work in order to safeguard the health of students and other employees.
- F. If, at the beginning of a school year, an employee previously employed for at least one year, is ill and unable to resume their work duties, and such employee has unused accumulated sick leave days at the end of the prior school year, they will be allowed to use such previously accumulated sick leave days while they remain ill and unable to work. Such employee shall not be credited with additional sick leave days until they have returned full time to their assigned duties.

- G. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason, except upon retirement, at which time all of the accumulated sick leave may be applied to Public Employee Retirement System.
- H. An employee transferring from another Oregon school district shall be allowed to transfer an unlimited number of accumulated sick leave days. The transfer will be effective after the employee has worked for the Sheridan District for thirty (30) working days.
- I. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to discipline up to and including dismissal.

J. **Sick Leave Bank**

A voluntary sick leave bank will be established for employees who are beyond their probationary period of employment. Employees who have taken PERS retirement and are re-employed by the District are ineligible for sick leave bank contributions or benefits.

The Sick Leave Bank (SLB) is available to an employee who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate their employment. This condition must be certified by a doctor.

1. All employees who are beyond their probationary period may annually donate one day of sick leave to the bank. A "day" for the purpose of this section, is defined as the employee's regular work day. Any unused sick leave will continue to accrue.
2. The recipient of donated sick leave hours must first have used all of the employee's accumulated sick leave, personal leave, and vacation time and must not be drawing Workers' Compensation at the time of transfer. Recipient may only receive the number of hours equivalent to 20 days of the employee's regular work days.
3. At the beginning of each school year, the Union shall advise members of the bargaining unit as follows:
 - a. That eligible employees may donate one day of the employee's accumulated sick leave to the Union's sick leave bank
 - b. That such donations are completely voluntary.
 - c. That the Union or its administrative designee shall administer all disbursements from the sick leave bank.
 - d. That only those who have donated hours within the last three years will be eligible to apply for hours from the bank.
 - e. If the Sick Leave Bank falls below 100 hours, the Union will ask for additional donations from the bargaining unit members.

- f. Employees who retire or separate from the district may donate up to five (5) days of the accumulated sick leave to the Sick Leave Bank.
 - g. That those who have donated hours within the last three years will be eligible to apply for hours from the bank.
4. Eligible employees shall confirm their desire to donate to the sick leave bank no later than ten (10) workdays after the beginning of each school year or 10 days after the end of an employee's probationary period. Such confirmation shall be in writing and personally signed by the donating employee.
 5. The Union or its administrative designee of the sick leave bank shall develop policies governing the operation of the sick leave bank. The parties agree that the sick leave bank shall not be operative until such time as policies have been adopted by the Union or its administrative designee and a copy of the policies have been forwarded to the District and each member of the bargaining unit.
 6. The District shall transfer sick leave to the sick leave bank in accordance with the authorized donor confirmations that are received within the annual enrollment period as specified in Subsection 5 of this Section.
 7. The Union or its administrative designee shall administer disbursements from the Union's sick leave bank account. Each time such disbursement is to be made, the Union shall advise the District, in writing, the exact number of hours of sick leave and to whom sick leave hours are to be transferred. At no time shall the total number of sick leave hours to be transferred exceed the total number of hours recorded in the sick leave bank.
 8. The Union does hereby indemnify and will defend the District against all claims, charges, damages, legal fees, and costs incurred as a result of its maintenance of the sick leave bank.

ARTICLE 15: PAID LEAVES

A. **Extreme Illness Leave**

1. Leave with full pay shall be allowed up to a maximum of three (3) days, noncumulative, during any school year, for extreme illness (i.e., you or an immediate family member need to go to the hospital for an emergency procedure that was not planned or scheduled and requires the services of a licensed practitioner). Additional days may be considered and approved by the Superintendent. Days exceeding the maximum without approval of the Superintendent shall be deducted from employee's salary.
2. Immediate family includes mother, father, spouse, child, brother, sister, grandparents, grandchildren, mother-in-law, and father-in-law, and any other relative living in the same household.

B. **Bereavement Leave**

Up to five (5) days leave per year with pay may be authorized by the District in the event of the death of any member of the immediate family. Bereavement leave is available for use within 60 days after an employee learns of the death of a family member.

Immediate family includes any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship. Classified employees who qualify for OFLA may take an additional (5) days of unpaid bereavement leave but may use accumulated sick leave to take any portion of those OFLA bereavement days as paid. Additional paid days may be considered and approved by the Superintendent.

C. **Military Leave**

Military leave shall be allowed in accordance with federal and state laws relating to such leave.

D. **Professional Leave**

Leave with or without pay may be granted by the District for attending conferences or for other purposes related to the employee's assignments, when prior approval is received from the District.

E. **Jury Duty Leave**

An employee shall be granted leave with pay for service upon a jury. Any compensation received for serving on a jury, minus expenses, shall be reported to the District that and that compensation amount will be deducted from the employee's next paycheck. Upon being excused from jury service during any day, an employee shall immediately return to complete their assignment for the remainder of their regular workday.

F. **Witness/Appearance Leave**

Leave with pay shall be granted for an appearance before court, legislative committee, or judicial body as a witness in response to a subpoena or other directive by proper authority as it pertains to matters related to District business. Any compensation received for serving as a witness, minus expenses, shall be reported to the District and that compensation amount will be deducted from the employee's next paycheck.

G. **Emergency Leave**

1. The District may grant approval of emergency leave upon receiving a written request from the employee following such absence. A maximum of one (1) day will be granted for emergencies of a serious nature beyond the employee's control which must be taken care of during regular working hours. This leave is noncumulative.
2. In requesting emergency leave, the employee will state in writing the general nature of the emergency and indicate why it couldn't be taken care of outside regular school hours. The written application shall be reviewed by the Superintendent, or their designee, who will provide a written response. If not in agreement with the Superintendent's decision, the employee may request in writing that the Board review the request.

H. **Emergency Closure**

1. Each employee may be granted three (3) days leave with pay each year where inclement weather or unforeseen events necessitate delayed starts, early dismissal, and/or District closure.
2. Unused leave is noncumulative.
3. Leave may only be used to make-up time when the District has determined a closure is necessary.
4. If the beginning of the school day is delayed due emergency closure, employees shall report to work at the District designated delayed start time.
5. Employees whose workday begins at or later than the delayed start time shall report to work at their normal time.
6. If school closes early due to emergency closure, employees will be allowed to leave after the District determines the employee's responsibilities to students are completed.
7. If an unplanned school closure occurs and the employee has previously scheduled leave, they will be considered to have taken the scheduled leave and have it appropriately deducted.

I. **Personal Leave**

Employees who are regularly scheduled to work six and one-half (6 ½) hours per day and have a minimum of a 175-day contract will be allowed three (3) paid days per year personal leave. This leave will not accumulate from year to year. Personal leave can be used at the discretion of the employee provided no more than ten percent (10%) of the members of the bargaining unit utilize personal leave on any given day. Employees who do not use their personal leave time will be paid their regular wage for unused time at the end of the school year. Personal Leave payout will be automatic and paid on the employees last yearly paycheck.

J. **OSEA State Conference/Training Leave**

Employees shall be granted leave to attend the OSEA state conference or trainings. Employees may utilize any paid leave available to attend such functions. If no paid leave is available, they shall be granted unpaid leave.

ARTICLE 16: LEAVE WITHOUT PAY

A. Leave Without Pay

1. An employee may be granted up to one (1) year leave without pay upon request to the Superintendent.
2. An employee who is granted leave without pay more than thirty (30) continuous calendar days is assured of the following:
 - a. An employee may continue insurance programs by paying in advance each month the cost of the monthly insurance premium to the District Office, subject to the insurance carrier rules and regulations.
 - b. An employee on leave shall retain all benefits which state law provides and all seniority accrued prior to the leave, including any cumulative paid leave that was on the books prior to the employee's leave.
 - c. Upon returning to duty from such leave, the employee shall be placed in their classification with the same hours and at the same step on the salary schedule as when the employee began their leave without pay.

B. Union Leave

The OSEA Chapter 98 President or their designee may request up to a total of five (5) employee days per year of unpaid Union leave, subject to the operating needs of the District. Such leave shall be requested through the Superintendent at least five (5) working days in advance by the OSEA Chapter 98 President.

ARTICLE 17: INSURANCE

- A. The District agrees to contribute for each employee who is regularly scheduled to work at least six and one-half ($6\frac{1}{2}$) hours per day towards health, dental, and vision insurance premiums for employee, employee and spouse, employee and child, and family coverage under a group plan recommended by the majority of the District staff, classified/certificated/administrative, and approved by the Board.
1. For employees hired prior to July 1, 2000, insurance contributions shall be prorated as follows:
 - a. All employees who qualify under the insurance companies' requirements are eligible for contributions, as set forth below:
 - b. Proration shall be based on a six and one-half ($6\frac{1}{2}$) hour employee being eligible for 100% contribution. ($32\frac{1}{2}$ hours per normal week).
 - c. Employees whose normal daily work schedule is less than six and one-half ($6\frac{1}{2}$) hours shall be prorated based on the six and one-half ($6\frac{1}{2}$) hours. For example: an employee working four (4) hours daily shall be prorated using the formula: $4 \div 6\frac{1}{2} = 61.5\%$ contribution.
 2. For employees hired after June 30, 2000, the insurance benefits shall be prorated as follows:
 - a. An employee whose normal daily work schedule is less than four (4) hours shall not qualify for contributions.
 - b. Temporary employees who are employed for less than 90 calendar days shall not be eligible for contributions. If their employment goes beyond 90 calendar days and the employee otherwise qualifies, then they would become eligible.
 - c. Employees whose normal daily work schedule is six and one-half ($6\frac{1}{2}$) or more hours ($32\frac{1}{2}$ hours per normal week) shall be eligible for 100% contribution.
 - d. Employees whose normal daily work schedule is more than four (4) hours, but less than six and one-half ($6\frac{1}{2}$) hours shall have their contributions prorated based on an eight (8) hour workday. For example: an employee working five (5) hours daily shall be prorated using the formula $5 \div 8 = 62.5\%$ contribution.
- B. Insurance coverage shall be effective the first of the month following the employee's first paycheck. For example, an employee who starts on October 18 would have insurance coverage on December 1.

- C. The District will pay the premium for medical, dental and vision for each eligible employee covered by this contract up to a maximum premium by insurance tier per month per eligible employee:

	Employee Only	Employee + Spouse	Employee +Children	Employee + Family
2025 – 26	\$898.00	\$1,963.00	\$1,710.00	\$2,780.00

The parties agree to reopen this article for negotiation in the spring of 2026 and 2027 to determine the district insurance allocation.

Sheridan School District agrees that classified employees who work four (4) hours or more per day and are eligible for medical/dental/vision benefits may choose to opt out of the group insurance program by notifying the District, in writing, of their desire to opt out, and by providing proof that the individual is covered by other medical insurance coverage.

Members who opt out of the group insurance will receive a pro-rated amount up to \$595 monthly contribution toward an HRA for allowable medical costs. An employee who elects partial coverage (i.e. dental and/or vision) shall forfeit any HRA contribution and will pay for that monthly insurance premium via payroll deduction.

Sheridan School District agrees that members who participate in an eligible medical plan, any amount remaining between monthly premium and district contribution, up to \$600 per month, shall be deposited into a Health Savings Account (HSA) for employee use.

D. **Insurance Committee**

A committee composed of two (2) members designated by the Union and two (2) members designated by the District shall review the health insurance programs purchased by the District. The committee shall monitor current health insurance coverage and examine problems which arise. The Committee shall meet as necessary and forward any suggestions or recommendations to the Superintendent by May 1 of each contract year. The District’s actions under this section are not subject to the grievance procedure. For all insurance programs the Board reserves the right to approve the carriers of all plans of insurance.

- E. The parties recognize there are times when retirement serves the interest of the District and the employee. Therefore, the following program has been established.

1. **Eligibility**

To be eligible to participate in the District’s retirement benefit option employees must have retired from the Sheridan School District and be eligible for full benefits under the Public Employee Retirement System (PERS).

2. **Benefits**

- a. For employees electing to retire, the District shall offer, at the retiring employee's expense, the same medical and dental insurance coverage available to current bargaining unit members in accordance with the insurance carrier's underwriting requirements. The retired employee must elect to participate no later than sixty (60) days after the date of retirement. The coverage is available until the retiree dies or becomes eligible for Medicare, whichever occurs first. The coverage is available for the retiree's spouse until the spouse dies or is eligible for Medicare, whichever occurs first.
- b. The retiree, or the surviving spouse of a deceased employee, is responsible for payment of the entire medical/dental premium. The payment must be received by the District on or before the 25th of each month or coverage may be canceled without notice to the retiree or surviving spouse. If payment has not been received by the 25th, the District will notify the retiree or surviving spouse that payment has not been received. However, the ultimate responsibility for payment being received in time to be forwarded to the insurance company belongs to the retiree or surviving spouse. Failure to do so could result in cancellation of coverage by the insurance company.
- c. Retirees or surviving spouse will be notified as soon as possible if modifications in coverage or premium need to be made. The Board will consider any input which the retiree, surviving spouse, or Union may provide before making a final decision on carrier, coverage, and/or premium.

ARTICLE 18: SAVINGS CLAUSE

If any provision of this Agreement is held to be invalid by operation of law or by any tribunal or competent jurisdiction, or if compliance with or enforcement of any provision should be restrained of any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the District or the Union, the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such provision.

ARTICLE 19: LABOR MANAGEMENT

- A. Representatives from the Union and the District shall meet bi-monthly during the school year. These meetings will be scheduled prior to September 30th. The meeting dates will be established by mutual agreement of the Union and the District. A meeting may be canceled, if and only if, both parties agree that there is nothing to discuss. There shall be six (6) members who will attend these meetings. Three (3) shall be appointed by the Superintendent and three (3) by the president of OSEA Chapter 98. If the meetings are scheduled during work hours, the District shall release the employees with pay. If the meeting is not during an employee's scheduled work time, the meeting time shall not be considered compensable.
- B. The purpose of these meetings shall be to discuss matters of concern regarding the terms of their agreement and any other matters that are of concern to the Union or the District.
- C. Either the District or the Union may decide that the Labor-Management meetings may be suspended after written notification has been received by the District from OSEA Chapter 98 for a request to negotiate a successor agreement. If the meetings are suspended during bargaining, they may resume once both parties have ratified the agreement.

ARTICLE 20: RECLASSIFICATION

- A. The District recognizes that the duties and responsibilities of a classified position can be modified by two means. One is a change in the job description, and the other is an evolution of the job functions as a result of the needs of the District.
- B. When the District changes the duties of a job by way of change in the job description, the District shall notify the union of the proposed change and will meet with the union to bargain the placement of the position on the wage scale. Bargaining placement on the wage schedule shall be conducted according to the expedited bargaining provisions of ORS 243.698.
 - 1. District shall provide a current job description each year with the employee agreement.
- C. When the union feels a position has evolved into a different classification, the two parties shall meet to bargain the placement of the position on the wage scale. Bargaining placement on the wage schedule shall be conducted according to the expedited bargaining provisions of ORS 243.698.
- D. Should either the District, employee, or the Union believe that the duties the employee is currently performing are more properly within a different existing job classification, a proposed change will be brought to the next Reclassification meeting. The reclassification meetings shall be during the following months: October, January, and April. A committee comprised of three (3) Union members and three (3) District representatives shall be appointed by each side to study the issue.
- E. The Union and District representatives in the reclassification meetings will consider the merits of the reclassification request based on whether the majority of the employee's currently assigned duties/time more accurately matches their current job description, or the existing position proposed by the District employee or the Union.
- F. The recommendation of the reclassification/change meetings will be issued in writing to the Superintendent within ten (10) working days of the above referenced meeting. The Superintendent will either approve or deny the recommendation and will issue a written decision within ten (10) working days of receipt of the recommendation. Approved reclassification will become effective on the date the Superintendent issues written approval, retroactive to the date the employee's request was made. No decision of the committee is subject to the grievance procedure.
- G. Any bargaining unit work removed from an employee through this process shall still be performed by bargaining unit members.
- H. Employees who move classifications can request their employment history, as documented in the latest employment application, be evaluated by the placement committee. There will be no decrease in step placement because of this evaluation.
- I. Employees that have questions regarding their placement on the salary schedule may bring those questions to the reclassification committee.

ARTICLE 21: SAFE WORKING CONDITIONS

- A. The District will provide a safe and healthful working environment by complying with state and federal laws and regulations pertaining to workplace safety and equipment safety.
- B. The District and the Union mutually agree to work together to promote a safe and healthy work environment within the District. The classified employees serving on a safety committee shall be appointed by the chapter president. Building safety committee reports will be emailed to the chapter president.
- C. In the event that District is notified by the OHA or local county health organization of an outbreak or situations where employees are likely to be exposed to serious contagious diseases, illnesses or other health hazards, the District will make a reasonable effort to provide this information to the employees who are likely to be exposed, unless confidentiality laws prevent it from doing so. Furthermore, the District will follow all policies mandated by the OHA, local health organizations, and CDC.
- D. In the event District administrators are aware of situations where students, being assigned to employees have had severe behavioral problems in the past that are likely to pose safety problems in the future, the District shall make a reasonable effort to keep those employees informed of these facts unless prevented from doing so by the laws of confidentiality. This might include information related to safety protocols for individual students and behavior intervention plans the employee will participate in implementing, as well as information required by law related to illegal activity.
- E. To reduce the potential for harm to staff members, the District may provide the following when appropriate (list is not all inclusive and is based on individual statement and staff needs):
 - 1. Training of employees on proper lifting techniques;
 - 2. Lifting equipment (back supporter, mechanical lift) when the student's size warrants;
 - 3. Safety equipment such as bite guards, spit guards, and protective gloves.
- F. School administrators shall handle behavioral referrals through a process based on the District's disciplinary standards.
- G. Annually the District will review with the Union officers, or their designee, the training needs and concerns of members and propose a schedule and format to address those needs.
- H. In accordance with ORS 343.068: Employees assigned to work with a student with specialized needs and who assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:
 - 1. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
 - 2. Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:
 - a. The student's individualized education program, 504 Plan or behavior intervention plan; **or**

- b. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.
3. For the purpose of paragraph (a) of this subsection, a school district employee attending a meeting may not substitute for the participation of a licensed regular education teacher.
4. All school district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.
5. The District shall provide any specialized training, free of charge to the employee. Once the employee is assigned to perform job duties that requires specialized support, training shall occur as quickly as possible.
6. During in-service at the beginning of the school year the district shall provide employees who are assigned to work with students with educational, behavioral, medical, health, or disability related support paid time to review the students' IEP, 504 Plans, medical support protocols, or any other documentation that relates to the employees' responsibilities to assist the assigned student(s).
7. Employees hired after the beginning of the school year in-service shall be provided paid time during non-student time for reviewing the documentation related to their responsibilities.

ARTICLE 22: JUST CAUSE & DISCIPLINE

- A. An employee may not be disciplined except for just cause.
- B. Discipline shall be defined as: written warnings, letter of reprimands, dismissal, demotion, or suspension without pay. Any appeal of a written warning or letter of reprimand shall be limited to Level Two of the contractual grievance procedure.
- C. An employee shall have the right to write and attach a rebuttal to any disciplinary document placed in their personnel file. This shall be done within two (2) weeks of the employee's receipt of the disciplinary document.
- D. An employee's signature on a disciplinary document is only to acknowledge the receipt of the document and doesn't necessarily signify agreement with the contents of the document.
- E. In cases of very serious misconduct, the principles of progressive discipline shall not apply.
- F. Members of the classified bargaining unit shall not be criticized or reprimanded in front of staff members, students, or parents.
- G. The employee shall have the right to have a designated Union representative present during any meeting that might reasonably be expected to result in any disciplinary action.

ARTICLE 23: GRIEVANCE PROCEDURE

A. Definitions

1. "Grievance" shall mean any dispute between an employee, group of employees, or the Union and the District involving the interpretation or application of any one or more provisions of this Agreement.
2. "Grievant" is the person or persons who has and is submitting the grievance.
3. The "Party in Interest" is either the person or persons filing the grievance or the person or persons against whom the grievance is filed.
4. "Representative" is the one who may speak for and/or advise a party in interest.
5. "Immediate Supervisor" is the one who has direct administrative or supervisory responsibility over the grievant in the area of grievance as stated in school board policy.
6. The term "days" when used in this article, except where otherwise indicated, shall mean the grievant's working days.
7. "Persons officially involved" means the Superintendent, their representative and/or consultant, the grievant, their representative, and witnesses.
8. "Union" means the ERB certified exclusive representative for the District's classified employees (OSEA).

B. General Procedures

1. These procedures should be processed as rapidly as possible; the number of days indicated for settlement or appeal at each level should be considered a maximum. The time limits can be extended by written mutual consent of the parties involved at any level of the procedures.
2. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into summer vacation period or the following year.
3. Efforts should be made to resolve differences through a discussion with the immediate supervisor before formal procedures are used. However, the parties may mutually agree to file a grievance at Level Two - Superintendent, grievance procedure in the event the immediate supervisor does not have the authority to remedy or adjust the grievance. If the grievance is against the Superintendent, the grievance shall be filed at Level Three – School Board.

4. The employee shall have the right to have a designated Union representative present during all levels of the grievance procedure, including the School Board hearing.

C. Level One - Immediate Supervisor (as defined by ORS 243.650(23))

The grievant may file a written grievance with their immediate supervisor. The written grievance shall be filed with the immediate supervisor not later than fifteen (15) days following the grievant's knowledge of the event, which is the subject of the grievance. The grievance shall set forth the grounds upon which the complaint is based and reason(s) why the grievant considers the decision rendered during the informal discussions are unacceptable. The immediate supervisor shall communicate to the aggrieved the decision in writing not more than five (5) days after the filing of the written grievance. Within five (5) days of receipt of the decision rendered by the immediate supervisor, the grievant, if they are not satisfied with the decision of the immediate supervisor, may appeal in writing to the Superintendent. The written appeal will include an explanation of why the decision at Level One is unacceptable.

D. Level Two - Superintendent

Appeals to the Superintendent shall be heard by the Superintendent within ten (10) days of their receipt of the appeal. Written notice of the time and place of the hearing shall be given five (5) days prior thereto to the grievant or any other persons officially involved in the grievance. Attendance at the hearing of the appeal shall be restricted to persons officially involved. Parties in interest may elect to call witnesses who shall appear individually at the hearing. Within five (5) days of hearing the appeal, the Superintendent or their designee shall communicate to the grievant and all other parties officially present at the hearing their written decision which shall include supporting reasons. If the grievant is not satisfied with the decision of the Superintendent they may file a written appeal with the school board within five (5) days from the receipt of the Superintendent's decision. The appeal shall state the grievant's reason for appealing the decision of the Superintendent and request appeal to Level Three, the School Board.

E. Level Three - School Board

Within five (5) days of the receipt of the appeal, the School Board will notify all official parties of a hearing to be held within (10) days of the receipt of the appeal. The School Board shall hear arguments of the Superintendent and the grievant at a closed session if permissible under Oregon public records laws. Within five (5) days following the hearing the School Board shall render a decision in writing to all official parties which decision shall be final and binding upon them unless the grievant appeals to arbitration.

F. Level Four - Arbitration

If the grievance has not been settled, the Union may, within ten (10) days after the response of the Board of Directors is due, serve notice of its intent to arbitrate the grievance. Such notice shall be in writing and delivered to the Superintendent. After the Union has indicated its desire to take a grievance to arbitration, the Union shall request the Employment Relations Board to

submit a list of names of five (5) arbitrators to the parties. The parties shall select an arbitrator from the list by such method as they may jointly elect, or if they are unable to agree upon such method, then by the method of alternate striking of names under which the party that is to strike first shall be determined by lot. Nothing in this section shall prohibit the parties from agreeing upon a permanent arbitrator or permanent list. The arbitrator's decision shall be final and binding, but they shall have no power to alter, modify, add to, or detract from the terms of the Agreement. Their decision shall be within the scope and terms of the Agreement and in writing. The arbitrator's fee and expenses shall be shared equally between the parties. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

ARTICLE 24: TERM OF AGREEMENT

- A. This Agreement, effective July 1, 2025, shall be binding on the Board, Union, their members and those they represent, and shall remain in force and effect through June 30, 2028. This Agreement may be reopened for further negotiations only by mutual agreement with both parties.
- B. The parties agree to enter into negotiations over a successor Agreement upon written notice by either party to the other no later than December 15 of the final year of the term of this Agreement.
- C. After the EOBB publishes new insurance rates and plans, but not later than June 1, the parties will meet to negotiate over health insurance contribution for July 1 of the following year.
- D. Commencing not later than June 1, the parties will meet to negotiate over salary for July 1, for the following year.

Signed this 18th day of June, 2025

Board Chairperson

OSEA Chapter 98 President

Superintendent

OSEA Field Representative

Salary Schedule

Salary Differential

Trainings/Skills – each skill is an additional .55 cent per hour paid on student contract days:

Toileting – assist with toileting

Medial – give injections, insert suppositories, dispense medications

Bilingual – bilingual translation and/or interpretation

Library Assistant - If operating school library without licensed librarian +.55/hour

Head Custodian – If also in charge of all building maintenance +.55/hour

Library Media Specialist

The current Library Media Assistant may advance to the position of School Library Media Specialist by completing 24 hours of continuing education within the area of Media/Technology/Library. An employee may complete the 24 hours of continuing education by successfully completing courses approved by the building Principal or Superintendent. Examples of such courses are: Use, design and production of printed, audiovisual and electronic forms of educational media; Selection and utilization of media to include children's and young adult literature; Administration of library media collections; or Implementation of a library informational skills program.

The District will grant tuition reimbursement for successfully completed approved classes.

Appendix A

2025-26 Salary Schedule

3.5% Increase over 2024-25

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11
Head Custodian	24.07	24.57	25.07	25.56	26.06	26.60	27.15	27.67	28.22	28.78	29.36
Custodian II	22.12	22.56	23.02	23.46	23.94	24.43	24.89	25.40	25.90	26.43	26.97
Custodian I	18.98	19.36	19.74	20.13	20.53	20.96	21.37	21.81	22.23	22.68	23.12
Head Cook	20.34	20.75	21.17	21.58	22.02	22.45	22.88	23.35	23.83	24.29	24.79
Assistant Cook	18.06	18.43	18.81	19.18	19.54	19.93	20.34	20.75	21.18	21.59	22.02
IA	17.51	17.87	18.23	18.60	18.97	19.34	19.73	20.12	20.53	20.94	21.36
IA SPED	18.18	18.53	18.90	19.28	19.68	20.07	20.47	20.88	21.29	21.75	22.17
Library Assistant	17.51	17.87	18.23	18.60	18.97	19.34	19.73	20.12	20.53	20.94	21.36
Library Media Specialist	19.12	19.49	19.89	20.30	20.70	21.10	21.53	21.96	22.40	22.84	23.30
Head Secretary	21.51	21.93	22.38	22.82	23.28	23.74	24.22	24.70	25.20	25.72	26.23
Asst. Secretary	18.03	18.39	18.77	19.13	19.51	19.90	20.31	20.71	21.13	21.56	21.98
Student Services Secretary	20.80	21.22	21.64	22.08	22.50	22.98	23.43	23.89	24.36	24.86	25.37
Student Mngr/SHA	22.88	23.35	23.83	24.29	24.79	25.27	25.78	26.30	26.83	27.37	27.91
SLPA/SRA	23.10	23.58	24.03	24.53	25.02	25.52	26.02	26.56	27.07	27.61	28.16

Appendix B

2026-27 Salary Schedule

3.5% Increase over 2025-26

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11
Head Custodian	24.91	25.43	25.95	26.45	26.97	27.53	28.10	28.64	29.21	29.79	30.39
Custodian II	22.89	23.35	23.83	24.28	24.78	25.29	25.76	26.29	26.81	27.36	27.91
Custodian I	19.64	20.04	20.43	20.83	21.25	21.69	22.12	22.57	23.01	23.47	23.93
Head Cook	21.05	21.48	21.91	22.34	22.79	23.24	23.68	24.17	24.66	25.14	25.66
Assistant Cook	18.69	19.08	19.47	19.85	20.22	20.63	21.05	21.48	21.92	22.35	22.79
IA	18.12	18.50	18.87	19.25	19.63	20.02	20.42	20.82	21.25	21.67	22.11
IA SPED	18.82	19.18	19.56	19.95	20.37	20.77	21.19	21.61	22.04	22.51	22.95
Library Assistant	18.12	18.50	18.87	19.25	19.63	20.02	20.42	20.82	21.25	21.67	22.11
Library Media Specialist	19.79	20.17	20.59	21.01	21.42	21.84	22.28	22.73	23.18	23.64	24.12
Head Secretary	22.26	22.70	23.16	23.62	24.09	24.57	25.07	25.56	26.08	26.62	27.15
Asst. Secretary	18.66	19.03	19.43	19.80	20.19	20.60	21.02	21.43	21.87	22.31	22.75
Student Services Secretary	21.53	21.96	22.40	22.85	23.29	23.78	24.25	24.73	25.21	25.73	26.26
Student Mngr/SHA	23.68	24.17	24.66	25.14	25.66	26.15	26.68	27.22	27.77	28.33	28.89
SLPA/SRA	23.91	24.41	24.87	25.39	25.90	26.41	26.93	27.49	28.02	28.58	29.15

Appendix C

2027-28 Salary Schedule

3.5% Increase over 2026-27

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11
Head Custodian	25.78	26.32	26.86	27.38	27.91	28.49	29.08	29.64	30.23	30.83	31.45
Custodian II	23.69	24.17	24.66	25.13	25.65	26.18	26.66	27.21	27.75	28.32	28.89
Custodian I	20.33	20.74	21.15	21.56	21.99	22.45	22.89	23.36	23.82	24.29	24.77
Head Cook	21.79	22.23	22.68	23.12	23.59	24.05	24.51	25.02	25.52	26.02	26.56
Assistant Cook	19.34	19.75	20.15	20.54	20.93	21.35	21.79	22.23	22.69	23.13	23.59
IA	18.75	19.15	19.53	19.92	20.32	20.72	21.13	21.55	21.99	22.43	22.88
IA SPED	19.48	19.85	20.24	20.65	21.08	21.50	21.93	22.37	22.81	23.30	23.75
Library Assistant	18.75	19.15	19.53	19.92	20.32	20.72	21.13	21.55	21.99	22.43	22.88
Library Media Specialist	20.48	20.88	21.31	21.75	22.17	22.60	23.06	23.53	23.99	24.47	24.96
Head Secretary	23.04	23.49	23.97	24.45	24.93	25.43	25.95	26.45	26.99	27.55	28.10
Asst. Secretary	19.31	19.70	20.11	20.49	20.90	21.32	21.76	22.18	22.64	23.09	23.55
Student Services Secretary	22.28	22.73	23.18	23.65	24.11	24.61	25.10	25.60	26.09	26.63	27.18
Student Mngr/SHA	24.51	25.02	25.52	26.02	26.56	27.07	27.61	28.17	28.74	29.32	29.90
SLPA/SRA	24.75	25.26	25.74	26.28	26.81	27.33	27.87	28.45	29.00	29.58	30.17



Fry, Selene <selene.fry@sheridan.k12.or.us>

Ratification

2 messages

Mandi Kadell <mandi.kadell@sheridan.k12.or.us>

Thu, Jun 12, 2025 at 6:58 PM

To: Dorie Vickery <dorie.vickery@sheridan.k12.or.us>, Selene Fry <selene.fry@sheridan.k12.or.us>

OSEA unanimously ratified the new CBA. Let me know when I can come sign! Thank you both of you!
Sent from my iPhone

Vickery, Dorie <dorie.vickery@sheridan.k12.or.us>

Fri, Jun 13, 2025 at 6:44 AM

To: Mandi Kadell <mandi.kadell@sheridan.k12.or.us>

Cc: Selene Fry <selene.fry@sheridan.k12.or.us>

Excellent news - thank you !

Dorie Vickery, Ed.D
Superintendent
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ARTICLE 1: RECOGNITION

- A. The Board recognizes the Union as the exclusive bargaining representative on wages, hours, and conditions of employment for all classified personnel employed by the District.
- B. ~~Supervisors, confidential employees, substitutes, temporary~~ **or contract agency** employees ~~and former employees who retired and have been rehired by the District are specifically excluded from the bargaining unit.~~ **are not represented by OSEA and therefore have no rights under the Collective Bargaining Agreement.**
- C. Substitute employees are defined as those hired to temporarily replace bargaining unit employees who are on approved paid or unpaid leave of absence.
- D. Temporary employees are defined as those hired for a special assignment or project for not more than ninety (90) workdays. If a temporary employee's employment exceeds ninety (90) workdays, the employee shall become a regular classified employee with full rights under this Agreement.
- E. Supervisors are employees as defined by ORS 243.650(23). Confidential employees are employees as defined by ORS 243.650(6).
- F. The purpose of this Article is to recognize the right of the bargaining agent to represent employees in the bargaining unit in negotiations with the Board. Granting of recognition is not to be construed as obligating the Board in any way to continue any functions or policies. The Board reserves the right to create, combine, or eliminate any positions as, in its judgment, is deemed necessary.

TA
4/15/25

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Dini J. J. J.

ARTICLE 5: UNION SECURITY/CONTRACTING OUT

- A. Employees have the right to join the Union, but membership in the Union shall not be required as a condition of employment. The District will advise all newly employed bargaining unit members at the time of their employment that the Union is their exclusive representative and shall inform all new employees that the collective bargaining agreement is available on the district webpage.
- B. The District will maintain a copy of the current collective bargaining agreement at all jobsites, as well as contact information for union representatives.
- C. Contracting Out.
- i. Under the requirements of state law, if the District decides to take steps to contract out work done exclusively by bargaining unit members, the District shall notify the Union in writing of the proposed action.
 - ii. If the Union demands to bargain within fourteen (14) days, the decision and impact of contracting out will be bargained in accordance with ORS 243.698, except that the ninety (90) day period shall be reduced to a forty-five (45) day period (expedited bargaining).
 - iii. In the event the District chooses to contract out bargaining unit positions, current employees shall be given first consideration for all positions. The Association retains its right to bargain over the impact of the decision.

5/2/2025
Mandy Koell
Dor Vick

Handwritten: AMO, Date 2/24/25

ARTICLE 6: EMPLOYEE EVALUATION AND PROBATIONARY PERIOD

Prior to September 30, 2025, The District and OSEA will form a committee to create an evaluation process for bargaining unit members. The evaluation process will use current technology and be applicable to all OSEA positions. The goal of the evaluation process is to provide relevant feedback to improve job performance and determine future employment with the District.

1. The OSEA President shall appoint the OSEA committee members.
 2. The committee will have equal members of OSEA members and District representatives.
 3. ~~Beginning in October, the committee shall meet on a monthly basis. The committee will meet monthly to establish an evaluation process and then meet annually to review annually. The committee members shall set the dates for the meetings at the October meeting.~~
- B. The written evaluation will be shared with the employee, providing an opportunity to discuss the performance evaluation.
- C. Evaluation of a bargaining unit member shall be conducted by the employee's immediate supervisor. An employee's immediate supervisor must be an administrator or other management staff and not a member of any bargaining unit.
- D. The District will provide classified employees a yearly survey, providing feedback on the employee's supervisor.
- E. All new classified employees will serve a one hundred twenty (120) calendar-day probationary period. Prior to the completion of their probationary period, their job performance shall be evaluated by their supervisor. If there are no job performance issues, A probationary employee will be notified in writing prior to completion of the probationary period of termination or entitlement to regular employee status. If no such notice is given, regular employee status may be presumed at the completion of the probationary period. Probationary status employees may be terminated by the District during the probationary period. The District is not required to demonstrate cause. Such terminations are not subject to the grievance procedure nor to binding arbitration nor to an unfair labor practice complaint for breach of contract. Terminated probationary employees are entitled to a hearing before the Board in accordance with ORS 332.544.
- Probationary employees may be disciplined, demoted, or dismissed only for just cause. The grievance process for probationary status employees shall conclude with Level 3 of the appeal to the school board and shall not be subject to arbitration or unfair labor practice.
- F. The District shall retain the right to return a regular status employee on a ninety (90)

calendar day promotional probationary status to their previous position if, in the District's judgment, their work performance fails to meet required work standards or upon request e employee to be returned to their immediate previous position.

Manai J. Kadell

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4/15/25
D. J. Kadell

ARTICLE 8: LAYOFF AND RECALL

Definitions

1. District seniority shall be defined as the total length of continuous service within the District as a classified employee. Seniority shall begin at the time of hire and shall not be broken by unpaid leave, except that unpaid leave of greater than ninety (90) workdays shall be used to break ties in seniority. The time of hire is defined as the first day of actual service as a classified employee.
2. Classification seniority shall be defined as the total length of continuous service within a classification. Seniority shall begin at the time of hire and shall not be broken by unpaid leave, except that unpaid leave of greater than ninety (90) workdays shall be used to break ties in seniority. The time of hire is defined as the first day of actual service in a classification.
3. Ties for position on the seniority list, after ninety (90) days of leave are subtracted (per number 2, above), shall be broken by the drawing of lots in the presence of Association and District representatives.

Layoffs (Reduction in Force)

1. A layoff is a reduction of more than two hours in an employee's daily work schedule.
2. The District shall determine when a layoff or hour reduction is necessary and what position(s) be cut or hours reduced. However, the District agrees that such a layoff or hour reduction shall be determined by the employee's District seniority, Specialized training, and/or experience, may also be considered. ~~and seniority within the District and Layoffs~~ shall be implemented in accordance with the procedures included herein.

~~Employees shall be laid off within position title in reverse order in which they were hired into the District (seniority), except that an employee with lesser seniority may be retained if the position requires specific qualifications. The District shall bear the burden of proof that specific qualifications exist.~~

3. A reduction of up to two hours in an employee's daily work schedule shall not be considered a layoff and shall not be subject to the provisions of this section.
4. Whenever the District determines a layoff is necessary, it shall immediately provide the Union President (of OSEA Chapter 98) a layoff list. Except in the event of an emergency, affected employees shall be notified at least fifteen (15) calendar days prior to the effective date of the layoff. In the event of school closure due to lack of funds, however, the notice shall be ten (10) calendar days.

5. Employees notified of an impending layoff must be considered for a position in another job classification based upon their training, experience, specific achievements, and seniority with the District.
- 6. The OSEA Chapter 98 President and Vice President shall not lose employment as the result of a layoff during the life of this contract.**

Bumping Rights

1. No employee may displace (bump) a more senior employee.
2. An employee notified of a layoff may only bump the least senior person in the employee's job classification or any lower ranked job in the classification group.
3. An employee who works less than four (4) hours daily may not bump a person working four or more hours daily.
4. An employee working more than four (4) hours daily may exercise bumping rights into a position having **les fewer** than four (4) hours. The employee shall still retain recall rights to a position with the same pay and number of hours as that which they held before layoff and for which the employee is qualified.
5. An employee transferred to a temporary position as a result of a layoff shall continue to be a regular employee and shall not lose recall rights to a regular position.
6. A laid off employee who previously worked in a different classification for the district may "bump" a member in the previous classification as long as two conditions are met:
 - a. The laid off employee has greater classification seniority than the person to be "bumped"; and,
 - b. The laid off employee had satisfactory evaluation in their current position and in their position in the previous classification.
7. Laid-off employees shall remain on the recall list until such time as they are restored to the greater of 80% of hour or receive full restoration of benefits for a period no longer than 27 months.
- ~~8. A laid off employee may request consideration from the Superintendent/Designee to remain on the recall list beyond one offer.~~

C. Recall Procedure

1. The District shall determine which position(s) or hours will be restored. This recall provision will be in effect for two (2) years from the date of layoff or hour reduction.
2. Recalled or restored hour(s) restoration shall be by inverse order of layoff or hour reduction when more than one employee is involved in the same work classification group.
3. Notice of recall shall be sent via certified mail to the last address given to the District Office by the employee. The employee shall have fifteen (15) calendar days from the date the notice of recall was mailed to notify the District of their intent to return. The employee must report on the starting date specified by the District. Failure to notify the District of intent to return or to return to work on the given date shall be considered the resignation of said employee.
4. **A laid-off employee may request consideration from the Superintendent/Designee to remain on the recall list beyond one offer.**
5. Each employee shall keep the District informed of their current address for recall notification.
6. If an employee on layoff status who, prior to layoff, held a full-time position accepts a part-time position, the employee remains on the recall list until such time as the employee is restored to a full-time position for which the employee is qualified, based upon training, experience, and specific achievements.
7. Upon request, the District agrees to provide to the Union a complete list of all classified employees, including each employee's date of hire and total experience in job classification and in the District.

D. Layoff Benefits

1. Subject to the group employee insurance carrier, the District shall extend coverage under its medical program, for the balance of the layoff to **contract and probationary** employees who are laid off. The District will pay the cost of such medical premiums during the first three (3) months following layoff and such coverage may be continued by the employee for the balance of the layoff provided the employee pays the premium. Employees who accept other employment shall not be eligible for the extension of group insurance coverage, except as provided under COBRA guidelines.
2. All benefits to which an employee was entitled at the time of their layoff will be restored upon their return to active employment and the employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.

3. Time that an employee spends on the layoff list does not count toward movement on the salary schedule nor toward accrual of benefits. But in the situation where an employee works at least 135 student contact days in a year they will receive credit for vertical movement on the salary schedule.

E. School Closure

1. The employment relationship between the bargaining unit members and the District shall continue to the extent described in this Article during any period of school closure, due to lack of funding, and the District acknowledges that the bargaining unit members are temporarily laid off unless otherwise notified. Employees are not paid for any days laid off and District paid portions of the insurance premium shall cease with coverage continued only if employees pay the premium.

F. Review Process

1. The application of this Article may be reviewed through the grievance procedure contained elsewhere in this Agreement.

5/2/2025
Mandie Kadell
Dori Jackson

ARTICLE 7: ASSIGNMENTS AND TRANSFERS

A. Vacancies

1. Employees within the District will be notified of vacant positions as they occur, with consideration given to the District employees already employed. Announcements for open positions shall be emailed to all ~~classified~~ employees ~~and posted on an appropriate bulletin board in each building~~ at least five days prior to posting the position for outside applicants.
2. When a position is posted, the following procedures will be followed:
 - a. The posted notice shall include the application requirements and a statement of the duties and responsibilities of the vacant position and the knowledge, skills, and abilities, which describe the qualifications for the position. The notice will be dated with the date posted and include the closing date, if one is designated.
 - ~~b.~~ Any person in the bargaining unit may submit an application within the time limit set forth in the posting. The District will give consideration to all internal applicants and will interview a minimum of two (2) internal applicants if they meet the minimum qualifications for the position. If an internal applicant is qualified for the open position, preference shall be given to the District applicant. ~~they shall be awarded the position. If two or more internal candidates are deemed to have equal qualifications, the position shall be awarded to the candidate with the most district seniority.~~
 - c. When the vacancy is filled, the District shall notify all ~~employee~~ **internal applicant** not selected for the position may request and will be furnished with a statement of the reason(s) for non-selection, provided that the request is submitted within ten (10) working days from the day the employee was notified.
 - d. Any ~~District employee~~ **internal applicant** not selected for the position may request a meeting with the appropriate supervisor to discuss the reason(s) for non-selection, and what action(s) could be taken by the employee to improve their skills.

B. Assignments and Transfers

1. Work assignments shall be made by the District, taking into consideration, so far as practical, the employee's training, experience, specific achievements, and seniority within the District.

2. **Involuntary Transfer.** When making **involuntary** transfers, the District where practical, shall take the training, experience, specific achievements, seniority within the District, and wishes and convenience of the employee into consideration; however, it is understood that the job requirements and best interests of the school system are of primary importance. **Involuntary transfers to a lower classification that result in a reduction of pay shall be considered disciplinary and be subject to the provisions of articles 22 and 23 of this CBA.**
3. **Voluntary Transfer.** Any employee desiring a transfer to another position shall make **his their** request known to the District. Applications for transfer must be in writing and renewed annually in order to remain valid.
4. Employees transferred or promoted to a higher job classification shall be placed at a level in the new classification that provides a salary not less than 2% higher than the previous salary before transfer. In determining this placement, consideration shall be given to employees' experience and years of service.

5/2/2025
Mand J. Hadell
Dori Carter

ARTICLE 9: WORK SCHEDULES

A. Work hours and days shall be set by the District, as included on the employee's working agreement, unless otherwise addressed herein. It is recognized that the Board has the responsibility to set the annual school calendar. Classified employees shall be provided an annual work calendar, via email, that indicated every work day and all holidays for that employee by July 1st. A copy of the adopted calendar will be provided with the employee's working agreement.

B. In addition to regular work hours, ~~the following shall apply:~~ Employees shall attend staff meetings outside of building hours when and as required by the Superintendent or ~~Principal~~ or immediate supervisor. All effort shall be made to allow at least two days' notice. If an employee is required to attend said staff meetings, the employee will be paid for this time.

~~Employees shall attend staff meetings outside of building hours when and as required by the Superintendent or Principal. All effort shall be made to allow at least two days' notice. If an employee is required to attend said staff meetings, the employee will be paid for this time.~~

C. Employees shall adhere to the daily schedule and shall make no commitments which preclude their being present in their assigned responsibilities. Request for exceptions must be submitted to their immediate supervisor ~~Principal~~, and his approval granted, prior to the anticipated employee absence and/or late arrival or early leaving. Employees shall not leave the buildings to which they are assigned without the consent of the building ~~Principal~~ their immediate supervisor, except during their lunch break.

D. The work schedule shall be the number of days included in the working agreement, less those days not worked due to school being closed, as covered herein.

E. Employees shall be paid for District scheduled holidays, as included on the school calendar ~~employee's calendar~~, when the employee has worked the immediate workday before and after such holiday.

E.F. Paid holidays are as follows: ~~Prior approved paid leaves shall count as working the day before or after such holiday. A minimum of six (6) paid holidays (regular school year employees) and nine (9) paid holidays (12-month employees) shall be scheduled each year. Employees hired after November 30 will be granted four (4) paid holidays. Those holidays to be considered under this Article are:~~

**Independence
Day**

Labor Day

Veterans Day

Thanksgiving Day

Day after

Thanksgiving

Christmas Day

New Year's Day

Martin Luther

King Day

Memorial Day

Juneteenth

June 19th, hereinafter referred to as "Juneteenth", shall be recognized on the third Friday of June, and shall be a paid holiday for any employee whose work calendar includes that day.

Regular school year employees:

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King Day

Memorial Day

12-Month employees:

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King Day

Memorial Day

Juneteenth

Independence Day

Holiday pay shall be equal to the employee's standard rate of pay for the hours normally scheduled to be worked. Example: a classified employee scheduled to work three and one-half (3½) hours per day, shall receive three and one-half (3½) hours of holiday pay for each holiday for which they are eligible.

F.G. Employees will be provided with an unpaid, thirty (30) minute duty free meal period if they are scheduled to work more than six hours. The supervisor shall schedule this meal period as near mid-shift as possible.

G.H. Each employee shall receive a ten (10) minute break for each four (4) hour period of work or major portion thereof as indicated in the state wage and hour regulations. The rest period shall be assigned by the supervisor as close to the middle of the work period as is practicable.

5/2/2025
Mandi J. Kadell
Dori Vukobrat

ARTICLE 10: COMPENSATION

- A. The compensation schedules for employees is attached to this Agreement as Appendices A, B, and C by this reference incorporated herein. Appendix A shall be effective on July 1, ~~2022-2025~~- June ~~20, 2023~~ **30, 2026**, Appendix B shall be effective July 1, ~~2023~~ **2026**- June 30, ~~2024~~ **2027**. Appendix C shall be effective July 1, ~~2024~~ **2027**- June 30, ~~2025~~-**2028**.

Salary Increase:

~~2022-2023: A four percent (4%) cost of living increase shall be applied to the 2021-2022 Salary Schedule.~~

~~2023-2024: A three and a half percent (3.5%) cost of living increase shall be applied to the 2022-2023 Salary Schedule.~~

~~2024-2025: A three and a half percent (3.5%) cost of living increase shall be applied to the 2023-2024 Salary Schedule.~~

~~2025-2026: A five percent (5%) four percent (4%) three and a half percent (3.5%) cost of living increase shall be applied to the 2024-2025 salary schedule.~~

~~2026-2027: A five percent (5%) three- and one-half percent (3.5%) cost of living increase shall be applied to the 2025-2026 salary schedule.~~

~~2027-2028: A five percent (5%) three- and one-half percent (3.5%) cost of living increase shall be applied to the 2026-2027 salary schedule.~~

- B. Employees who worked at least 90 days the prior year, shall automatically move step-to-step up the salary range for their classification until they reach the top step of the range. Employees who worked less than 90 days will stay at the current step. The effective date for each year's step increase is July 1st.

- C. If the licensed unit bargains a greater yearly percentage increase through the life of this contract the district will revise the classified salary schedule to reflect an increase equal to that of the licensed unit.

~~D. — Paid Family and Medical Leave~~

~~Effective January 1, 2023, the District will cover the total employee contribution to Oregon's Paid Family and Medical Leave insurance program for all members of the Bargaining Unit.~~

~~Should any change to Oregon's Paid Family and Medical Leave insurance law delay its implementation past January 1, 2023, the District will begin such contribution on the new effective date.~~

~~Should any change to the law increase the total contribution required by the District (including District and employee contributions) beyond one percent (1%) of Bargaining Unit wages, the parties agree to bargain over whether the District will cover the additional cost of the required employee contribution.~~

- E. The District agrees to pay the employee's required contribution in accordance with ORS 238.200 and shall "pick-up", assume, and pay six percent (6%) employee contribution to the Public Employee Retirement Fund for the employee members who participate in Public Employee Retirement System (PERS). Such "pick-up" or payment of employee member monthly contributions to the system shall continue for the remainder of this Agreement.
- F. In the event of a situation beyond the control of the Board which requires the closing of schools, the school year may be extended to compensate for the number of days lost in the schools, at the discretion of the Board. However, in compliance with Oregon wage and hour laws, the District recognizes that it must pay employees at their regular rate of pay for any days worked during an extension of the school year.
- G. Overtime as determined by Oregon law will be compensated at one and one-half (1 1/2) times the hourly salary.
- H. ~~If the District does not provide uniforms,~~ Custodians and eCafeteria employees shall receive a ~~\$25 \$50 \$30 (fifty thirty dollars)~~ per month for clothing allowance to cover the purchase of work clothing. *current language.*
- I. The Board shall pay an employee mileage for use of the employee's personal automobile at the current government rate per mile for all authorized business when prior administrator approval is received.
- J. Reimbursement
1. The District shall reimburse employees for their expenses for workshops and for class registration fees, when such activities are related to their assigned work and have prior approval of the Principal and/or Superintendent.
 2. In addition, when the District mandates that an employee take a special class to obtain a license or permit, the employee shall be paid for the hours of the class or training at the regular rate of pay. If this class or training causes the employee's workweek to exceed forty (40) hours, the pay rate shall be at the overtime rate (time and a half) for the hours over forty (40) for that week.
 3. If a Title I Educational Assistant takes classes to meet the new Title I Educational Assistant requirements, the District shall provide tuition reimbursement upon advance approval of the Principal and the Superintendent. Title I Educational Assistant tuition reimbursement shall come from the Title I budget.

4. The District agrees to reimburse employees for personal insurance deductible amount up to \$300, or a maximum of \$300 to be applied to the loss or damage if not insured, when personal property is lost or damaged as a result of theft or vandalism and when all reasonable precautions have been taken by the employee to safeguard against loss or damage.

The District shall promote reasonable rules and regulations outlining the procedures and documentation needed for payment of a reimbursable claim. Those rules shall be governed by the following provisions:

- a. Employees must report the theft or vandalism to the appropriate police officials within seventy-two (72) hours of knowledge of the incident.
 - b. Employees must complete a statement for district records explaining the circumstances surrounding theft or vandalism.
 - c. Repair or replacement costs shall be based on the most current and available rates and/or prices.
- K. An employee temporarily assigned by the District to replace an absent employee who is in a higher paying classification shall be considered acting out of classification after five (5) consecutive working days, and, said employee shall be entitled to the **same** rate of pay **as the absent employee**. ~~at the first step of that higher classification that is higher than the present pay rate.~~
- L. The Employee Handbook shall outline the procedure for staff to choose to either receive their July and August pay with the June payroll or to have July and August checks distributed in July and August.
- M. ~~The district will provide the OSEA Chapter president, or designee, a copy of each classified job posting at the time the job is posted.~~
- N. Longevity Pay

Employees who have been employed by the District for fifteen (15) to nineteen (19) years without break in service, and who are at the top step of the salary schedule shall receive a \$500 stipend beginning in year fifteen (15).

Employees who have been employed by the District for twenty (20) or more years without a break in service, and who are at the top step of the salary schedule shall receive a \$750 stipend beginning in year 20 and continuing on for each subsequent year of service in the district.

Employees who achieve their respective longevity years between July 1st and December 31st will begin receiving their stipend on their January paycheck. Employees who achieve

*Summary**WGL*

the respective longevity years between July 1st and June 30th will begin receiving pay for their longevity level on their first paycheck of the following school year.

- O. Compensatory time may be granted for hours worked beyond the regular work schedule, at the sole discretion of the District and upon prior approval of the employee's supervisor.
- P. Salary Schedule Placement

At the time an employee is newly hired, the District will designate the proper placement of the employee on the appropriate wage schedule on the basis of bona fide factors, such as the employee's relevant work experience, training, and skills, in accordance with the Oregon Pay Equity law.

A regular status employee who is hired into a higher paid range job title shall be placed on the higher pay range in accordance with the Oregon Pay Equity law.

A change in Position involving duties with lesser responsibilities (demotion) shall be in accordance with the Oregon Pay Equity law.

Q. Licensed vacancy coverage

If a licensed vacancy is unable to be filled by another licensed staff member or licensed substitute, a classified staff member may fill the vacancy in a supervisory capacity (for no more than two class periods or the equated time of two class periods) but is not to provide instruction to students. The classified employee will only be assigned to this supervisory duty by mutual agreement between the employee and the administration.

A licensed staff member will be available for backup support if needed.

The district will provide any training necessary for the classified employee to fulfill the supervisory duties.

Substandard performance in the assignment shall not result in discipline for the employee but may result in no longer being offered the assignment. However, misconduct could result in discipline.

Administration will consider the duties of the classified staff member, prior to assignment to the licensed vacancy, to minimize disruption to students; for instance, a classified staff member already assigned to a student group during the vacant period should not be reassigned to the licensed vacancy.

Classified staff shall be compensated \$50 per day in addition to their regular daily wages when asked to fill a licensed vacancy, regardless of the number of class periods covered.

~~Classified employees who hold an emergency teaching license, and who cover for a certified employee, shall be compensated following the District Substitute protocol. The~~

accept

~~District shall provide all classified employees who request it a copy of the District substitute protocol.~~

R. Retire/Rehire

In the event the District offers post-retirement employment, it is agreed that the work shall be considered bargaining unit work and that the employee shall be subject to all terms and conditions of the collective bargaining agreement except as follows:

- a. The District may designate the duration of a retiree's post-retirement employment with the District. At the conclusion of that duration, the employee shall have no right to continued employment with the District and may not challenge the District's decision not to extend employment further.
- b. Employees shall maintain their same placement on the salary schedule as when they retired.
- c. The District will continue to make insurance contributions as defined in Article 17 of this agreement.
- d. Articles 8 (Layoff and Recall) and 16 (Leave Without Pay) shall not apply to employees rehired after retirement.
- e. All accrued leave allocations shall terminate at the time of retirement and shall no longer be available for use.
- f. Employees will accrue one day of sick leave per month. This leave may be used as defined in this collective bargaining agreement. Sick leave will be awarded at the beginning of each month.
- g. Employees will accrue personal days per article 15 of the Collective Bargaining Agreement, however they shall not be eligible for personal leave cashout.

6/2/25
TA
Goni [Signature]
Managerial [Signature]

ARTICLE 12: PERSONNEL FILES

- A. The official files for all employees are confidential and shall be kept in the District Office.
- B. An employee may make a written statement relating to any evaluation, reprimand, charge, action, or any matter placed in the employee's personnel file and such statement shall be attached to the item and placed in the personnel file. The employee shall give a copy of the statement to the employee's supervisor.
- C. The personnel file shall be open for inspection by the employee but shall be open only to such other persons as are officially designated by the District, Board, or by the employee. An employee may authorize whomever the employee wishes to view the employee's personnel file as long as the employee is either present in person or has signed a written authorization allowing another person to view the contents of the personnel file. The employee or the person the employee authorized to inspect the personnel file, may request copies of the contents of the personnel file. Items mutually agreed upon by the Principal immediate supervisor, Superintendent, and employee may be removed.
- D. Personnel files shall not contain any information on District job performance that does not bear the employee's signature or initials indicating the employee has been shown the material, or a statement by the Principal immediate supervisor that the employee has been shown the materials and has refused to sign or initial such material.

May 28 2025
Mandi Kadell
Ami Dutton

TA ✓

ARTICLE 14: SICK LEAVE

A. Sick leave is to be used for an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care or treatment, or dental care; and will be granted as provided by ORS 332.507.

"Family member" means ~~an employee's spouse, same gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent in law, a parent of an employee's same gender domestic partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in loco parentis, or other close relative by blood or marriage. or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.~~

~~"Family member" also includes the biological, adopted, foster child or stepchild of an employee or the child of an employee's same gender domestic partner. An employee's child in any of these categories may be either a minor or an adult at the time qualifying leave pursuant to these rules is taken.~~

A.B. Sick leave may also be used for approved FMLA, OFLA, **and PLO (Paid Leave Oregon) in accordance with applicable regulations.**, ~~or any purpose under federal and/or state law.~~

B.C. The District shall allow the following number of days sick leave for employees covered under this Agreement, based on one-day sick leave for each month worked, whereby the District pays full salary. This leave shall be front-loaded at the beginning of the school year, or upon hire, and shall accumulate without limit. A new employee is eligible to use their sick leave after working 30 calendar days after their start date. A "day" of sick leave shall be equal to the number of hours an employee is contracted to work. Example: A classified employee contracted to work four (4) hours per day, shall have their sick leave "day" be four (4) hours of paid sick leave. The District shall track sick leave by the hour so that if an employee's changes the hours of leave for a "day" can be adjusted to reflect their new schedule. This definition of "day" shall also be applicable to all other leaves covered in this contract (Articles 15-16).

<u>Time Worked</u>	<u>Days Sick Leave</u>
<u>Regular School Year</u>	<u>10 Days</u>
<u>11 Months (220 days)</u>	<u>11 Days</u>
<u>12 Months (260 days)</u>	<u>12 Days</u>

<u>Time Worked</u>	<u>Days Sick Leave</u>
<u>Regular School Year</u>	<u>10 Days</u>
<u>11 Months (220 days)</u>	<u>11 Days</u>
<u>12 Months (260 days)</u>	<u>12 Days</u>

C.D. When an employee will be absent, due to personal illness or injury, they shall give notice to their supervisor. If the absence is for **three (3) or more** consecutive days, the supervisor shall be notified of the probable date of return. The Superintendent may require a physician's written verification when sick leave exceeds five (5) consecutive workdays.

D.E. An employee returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the District or furnish a medical doctor's certificate of good health prior to returning to work in order to safeguard the health of students and other employees.

E.F. If, at the beginning of a school year, an employee previously employed for at least one year, is ill and unable to resume their work duties, and such employee has unused accumulated sick leave days at the end of the prior school year, they will be allowed to use such previously accumulated sick leave days while they remain ill and unable to work. Such employee shall not be credited with additional sick leave days until they have returned full time to their assigned duties.

F.G. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason, except upon retirement, at which time all of the accumulated sick leave may be applied to Public Employee Retirement System.

G.H. An employee transferring from another Oregon school district shall be allowed to transfer an unlimited number of accumulated sick leave days. The transfer will be effective after the employee has worked for the Sheridan District for thirty (30) working days.

H.I. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to discipline up to and including dismissal.

I.J. **Sick Leave Bank**

A voluntary sick leave bank will be established for employees who are beyond their probationary period of employment. Employees who have taken PERS retirement and are re-employed by the District are ineligible for sick leave bank contributions or benefits.

The Sick Leave Bank (SLB) is available to an employee who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate ~~his or her~~their employment. This condition must be certified by a doctor.

1. All employees who are beyond their probationary period may annually donate one day of sick leave to the bank. A "day" for the purpose of this section, is defined as the employee's regular work day. Any unused sick leave will continue to accrue.
2. The recipient of donated sick leave hours must first have used all ~~W:~~of the

employee's accumulated sick leave, personal leave, and vacation time and must not be drawing Workers' Compensation at the time of transfer. Recipient may only receive the number of hours equivalent to 20 days of the employee's regular work days.

3. At the beginning of each school year, the Union shall advise members of the bargaining unit as follows:
 - a. That eligible employees may donate one day of the employee's accumulated sick leave to the Union's sick leave bank
 - b. That such donations are completely voluntary.
 - c. That the Union or its administrative designee shall administer all disbursements from the sick leave bank.
 - d. That only those who have donated hours within the last three years will be eligible to apply for hours from the bank.
 - e. If the Sick Leave Bank falls below 100 hours, the Union will ask for additional donations from the bargaining unit members.
 - f. Employees who retire or separate from the district may donate up to five (5) days of the accumulated sick leave to the Sick Leave Bank.
4. That those who have donated hours within the last three years will be eligible to apply for hours from the bank. Eligible employees shall confirm their desire to donate to the sick leave bank no later than ten (10) workdays after the beginning of each school year or 10 days after the end of an employee's probationary period. Such confirmation shall be in writing and personally signed by the donating employee.
5. The Union or its administrative designee of the sick leave bank shall develop policies governing the operation of the sick leave bank. The parties agree that the sick leave bank shall not be operative until such time as policies have been adopted by the Union or its administrative designee and a copy of the policies have been forwarded to the District and each member of the bargaining unit.
6. The District shall transfer sick leave to the sick leave bank in accordance with the authorized donor confirmations that are received within the annual enrollment period as specified in Subsection 5 of this Section.
7. The Union or its administrative designee shall administer disbursements from the Union's sick leave bank account. Each time such disbursement is to be made, the Union shall advise the District, in writing, the exact number of hours of sick leave and to whom sick leave hours are to be transferred. At no time shall the total number of sick leave hours to be transferred exceed the total number of hours recorded in the sick leave bank.
8. The Union does hereby indemnify and will defend the District against all claims, charges, damages, legal fees, and costs incurred as a result of its maintenance of the sick leave bank.

April 15, 2025
Mandy P. Kaelle

ARTICLE 15: PAID LEAVES**A. Extreme Illness Leave**

1. Leave with full pay shall be allowed up to a maximum of three (3) days, noncumulative, ~~(during any school year)~~, for extreme illness (you or an immediate family member need to go to the hospital for an emergency procedure that was not planned or scheduled and requires the services of a licensed practitioner). Additional days may be considered and approved by the Superintendent. Days exceeding the maximum without approval of the Superintendent shall be deducted from employee's salary.
2. Immediate family includes mother, father, spouse, child, brother, sister, grandparents, grandchildren, mother-in-law, and father-in-law, and any other relative living in the same household.

B. Bereavement Leave

Up to five (5) days leave per year with pay may be authorized by the District in the event of the death of any member of the immediate family. Bereavement leave is available for use within 60 days after an employee learns of the death of a family member.

Immediate family includes ~~mother, father, spouse, son, daughter, brother, sister, mother-in-law, or father-in-law, grandchild, grandparents, aunts, uncles, nieces, nephews, and any relative living in the same household.~~ any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Classified employees who qualify for OFLA may take an additional (5) days of unpaid bereavement leave but may use accumulated sick leave to take any portion of those OFLA bereavement days as paid. Additional paid days may be considered and approved by the Superintendent.

C. Military Leave

Military leave shall be allowed in accordance with federal and state laws relating to such leave.

D. Professional Leave

Leave with or without pay may be granted by the District for attending conferences or for other purposes related to the employee's assignments, when prior approval is received from the District.

E. Jury Duty Leave

An employee shall be granted leave with pay for service upon a jury, ~~provided, Any however, that the~~ compensation received for serving on a jury, minus expenses, shall be reported to the District paid to such employee for the period of leave shall be reduced by ~~that the and that compensation~~ amount will be deducted from the employee's next paycheck(s). ~~of compensation received by the employee for such jury duty, excepting that amount received for expenses, and, U~~ Upon being excused from jury service during any day, an employee shall immediately return to complete ~~his/her~~ their assignment for the remainder of ~~his~~ their regular workday.

F. **Witness/Appearance Leave**

Leave with pay shall be granted for an appearance before court, legislative committee, or judicial body as a witness in response to a subpoena or other directive by proper authority ~~in all matters other than those in which the employee is the plaintiff or a defendant except when the appearance is related to their employment in the District provided, however, that the~~ as it pertains to matters related to District business. Any compensation received for serving on as a witness, minus expenses, shall be reported to the District and that compensation amount will be deducted from the employee's next paycheck (s). ~~compensation paid to such employee shall be reduced by an equal amount to any compensation the employee receives as witness fees, excepting that amount received for expenses.~~

G. **Emergency Leave**

1. The District may grant approval of emergency leave upon receiving a written request from the employee following such absence. A maximum of one (1) day will be granted for emergencies of a serious nature beyond the employee's control, which must be taken care of during regular working hours. This leave is noncumulative.
2. In requesting emergency leave, the employee will state in writing the general nature of the emergency and indicate why it couldn't be taken care of outside regular school hours. The written application shall be reviewed by the Superintendent, or ~~his~~ their designee, who will provide a written response. If not in agreement with the Superintendent's decision, the employee may request in writing that the Board review the request.

H. **Approved/Inelement Weather LeaveEmergency Closure**

1. Each employee may be granted three (3) days leave with pay each year where ~~approved/in~~element weather ~~circumstances or unforeseen events~~ necessitate ~~delayed starts, early dismissal, and/or District closure. that the employee be away from his/her work assignment.~~
2. Unused ~~approved/in~~element weather leave is noncumulative.

~~3. Leave may only be used to make-up time when the District has determined a closure is necessary.~~

~~2.~~

~~3. Approved/increment weather leave shall not be used for recreation purposes, to extend a vacation, to engage in any activities related to other employment or work, or to attend Union activities and conferences.~~

~~4. In requesting approved leave the employee will state in writing the general nature of the reason for need of leave. Unless an emergency exists, as determined by the Superintendent, such request shall be received in the District Office at least two (2) days prior to absence.~~

~~5. In requesting increment weather leave the employee will request in writing after the increment weather event, you have 48 hours, if you wish to apply this leave to the workday the weather event occurred. All leave forms must be turned into your supervisor.~~

I. Delayed Starts

~~1.4. If the beginning of the school day is delayed due to increment weather or any unforeseen event, emergency closure, employees shall report to work at the District designated delayed start time.~~

~~5. Employees whose workday begins at or later than the delayed start time shall report to work at their normal time.~~

~~6. If school closes early due to emergency closure, employees will be allowed to leave after the District determines the employee's responsibilities to students are completed.~~

~~7. If an unplanned school closure occurs and the employee has previously scheduled leave, they will be considered to have taken the scheduled leave and have it appropriately deducted.~~

~~2.~~

~~3. If delayed start is due to increment weather, increment weather leave may be applied.~~

~~4.8. If school closes early due to inclement weather or any unforeseen event, employees shall be allowed to use inclement weather leave, after the District determines the employee's responsibilities to students are completed.~~

~~J. Early Release~~

~~If school closes early due to inclement weather or any unforeseen event, employees will be allowed to leave after the District determines the employee's responsibilities to students are completed. Employees shall be allowed to make up the time lost.~~

~~K.I. Personal Leave~~

Employees who are regularly scheduled to work six and one-half (6 ½) hours per day and have a minimum of a 175-day contract will be allowed three (3) paid days per year personal leave. This leave will not accumulate from year to year. Personal leave can be used at the discretion of the employee provided no more than ten percent (10%) of the members of the bargaining unit utilize personal leave on any given day. Employees who do not use their personal leave days time will be ~~paid fifteen dollars (\$15) per hour paid~~ paid fifteen dollars (\$15.00) per hour their regular hourly wage, for the hours they normally work for unused days time at the end of the school year. Personal Leave payout will be automatic and paid on the employees last yearly paycheck.

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paid regular hourly wage

~~L. If an unplanned school closure occurs and the employee has previously scheduled leave, they will be considered to have taken the scheduled leave and have it appropriately deducted.~~

~~M.J. OSEA State Conference/Training Leave~~

~~Employees shall be granted leave to attend the OSEA state conference or trainings. Employees may utilize any paid leave available to attend such functions. If no paid leave is available, they shall be granted unpaid leave.~~

5/2/2025
Manding Kadell
Qui Vuk

ARTICLE 16: LEAVE WITHOUT PAY

- A. 1. An employee may be granted up to one (1) year leave without pay upon request to the Superintendent.
- 2. An employee who is granted leave without pay ~~in excess of~~ **more than** thirty (30) continuous calendar days is assured of the following:
 - a. An employee may continue insurance programs by paying in advance each month the cost of the monthly insurance premium to the District Office, subject to the insurance carrier rules and regulations.
 - b. An employee on leave shall retain all benefits which state law provides and all seniority accrued prior to the leave, including any cumulative paid leave that was on the books prior to the employee's leave.
 - c. Upon returning to duty from such leave, the employee shall be placed in ~~his/her~~ **their** classification with the same hours and at the same step on the salary schedule as when the employee began his/her leave without pay.
their.
- B. Union Leave

The OSEA Chapter 98 President or ~~his/her~~ **their** designee may request up to a total of five (5) employee days per year of unpaid Union leave, subject to the operating needs of the District. Such leave shall be requested through the Superintendent at least five (5) working days in advance by the OSEA Chapter 98 President.

T.A. Kaddell
Don't know

ARTICLE 17: INSURANCE

- A. The District agrees to contribute for each employee who is regularly scheduled to work at least six and one-half ($6\frac{1}{2}$) hours per day towards health, dental, and vision insurance premiums for employee, employee and spouse, employee and child, and family coverage under a group plan recommended by the majority of the District staff, classified/certificated/administrative, and approved by the Board.
1. For employees hired prior to July 1, 2000, insurance contributions shall be prorated as follows:
 - a. All employees who qualify under the insurance companies' requirements are eligible for contributions, as set forth below:
 - b. Proration shall be based on a six and one-half ($6\frac{1}{2}$) hour employee being eligible for 100% contribution. ($32\frac{1}{2}$ hours per normal week).
 - c. Employees whose normal daily work schedule is less than six and one-half ($6\frac{1}{2}$) hours shall be prorated based on the six and one-half ($6\frac{1}{2}$) hours. For example: an employee working four (4) hours daily shall be prorated using the formula: $4 \div 6\frac{1}{2} = 61.5\%$ contribution.
 2. For employees hired after June 30, 2000, the insurance benefits shall be prorated as follows:
 - a. An employee whose normal daily work schedule is less than four (4) hours shall not qualify for contributions.
 - b. Temporary employees who are employed for less than 90 calendar days shall not be eligible for contributions. If their employment goes beyond 90 calendar days and the employee otherwise qualifies, then they would become eligible.
 - c. Employees whose normal daily work schedule is six and one-half ($6\frac{1}{2}$) or more hours ($32\frac{1}{2}$ hours per normal week) shall be eligible for 100% contribution.
 - d. Employees whose normal daily work schedule is more than four (4) hours, but less than six and one-half ($6\frac{1}{2}$) hours shall have their contributions prorated based on an eight (8) hour workday. For example: an employee working five (5) hours daily shall be prorated using the formula $5 \div 8 = 62.5\%$ contribution.
- B. Insurance coverage shall be effective the first of the month following the employee's first paycheck. For example, an employee who starts on October 18 would have insurance coverage on December 1.

C. The District will pay the premium for medical, dental and vision for each eligible employee covered by this contract up to a maximum premium by insurance tier per month per eligible employee:

	Employee Only	Employee+ Spouse	Employee + Children	Employee + Family
2025 - 26	782.98 912.85 898.00	1,713.05 1993.05 1963.00	1,492.06 1755.42 1710.00	2,427.07 2783.48 2780.00
2026 - 27	806.47	1,764.44	1,536.82	2,499.88
2027 - 28	830.66	1,817.37	1,582.93	2,574.88

The parties agree to reopen this article for negotiation in the spring of 2026 and 2027 to determine the district insurance allocation.

Sheridan School District agrees that classified employees who work four (4) hours or more per day and are eligible for medical/dental/vision benefits may choose to opt out of the group insurance program by notifying the District, in writing, of his/her **their** desire to opt out, and by providing proof that the individual is covered by other medical insurance coverage.

Members who opt out of the group insurance will receive a pro-rated amount up to \$595 monthly contribution toward an HRA for allowable medical costs. An employee who elects partial coverage (i.e. dental and/or vision) shall forfeit any HRA contribution and will pay for that monthly insurance premium via payroll deduction.

Sheridan School District agrees that members who participate in an eligible medical plan, any amount remaining between monthly premium and district contribution, up to \$400 per month, shall be deposited into a Health Savings Account (HSA)- for employee use. ~~the high deductible, low cost MODA plan with a combination of HSA will be given full current insurance contribution toward insurance plan with health savings account.~~

8600
PL

D. Insurance Committee

A committee composed of two (2) members designated by the Union and two (2) members designated by the District shall review the health insurance programs purchased by the District. The committee shall monitor current health insurance coverage and examine problems which arise. The Committee shall meet as necessary and forward any suggestions or recommendations to the Superintendent by May 1 of each contract year. The District's actions under this section are not subject to the grievance procedure. For all insurance programs the Board reserves the right to approve the carriers of ~~any~~ and all plans of insurance.

E. The parties recognize there are times when retirement serves the interest of the District and the employee. Therefore, the following program has been established.

1. Eligibility

~~In order to~~ To be eligible to participate in the District's retirement benefit option employees must have retired from the Sheridan School District and be eligible for full benefits under the Public Employee Retirement System (PERS).

2. Benefits

- a. For employees electing to retire, the District shall offer, at the retiring employee's expense, the same medical and dental insurance coverage available to current bargaining unit members in accordance with the insurance carrier's underwriting requirements. The retired employee must elect to participate no later than sixty (60) days after the date of retirement. The coverage is available until the retiree dies or becomes eligible for Medicare, whichever occurs first. The coverage is available for the retiree's spouse until the spouse dies or is eligible for Medicare, whichever occurs first.
- b. The retiree, or the surviving spouse of a deceased employee, is responsible for payment of the entire medical/dental premium. The payment must be received by the District on or before the 25th of each month or coverage may be canceled without notice to the retiree or surviving spouse. If payment has not been received by the 25th, the District will notify the retiree or surviving spouse that payment has not been received. However, the ultimate responsibility for payment being received in time to be forwarded to the insurance company belongs to the retiree or surviving spouse. Failure to do so could result in cancellation of coverage by the insurance company.
- c. Retirees or surviving spouse will be notified as soon as possible if modifications in coverage or premium need to be made. The Board will consider any input which the retiree, surviving spouse, or Union may provide before making a final decision on carrier, coverage, and/or premium.

TA 6/2/25
Doro-Jukan
Mandi J. Kadell

ARTICLE 20: RECLASSIFICATION

- A. The District recognizes that the duties and responsibilities of a classified position can be modified by two means. One is a change in the job description, and the other is an evolution of the job functions as a result of the needs of the District.
- B. When the District changes the duties of a job by way of change in the job description, the District shall notify the union of the proposed change and will meet with the union to bargain the placement of the position on the wage scale. Bargaining placement on the wage schedule shall be conducted according to the expedited bargaining provisions of ORS 243.698.
1. District shall provide a current job description each year with the employee agreement.
- C. When the union feels a position has evolved into a different classification, the two parties shall meet to bargain the placement of the position on the wage scale. Bargaining placement on the wage schedule shall be conducted according to the expedited bargaining provisions of ORS 243.698.
- D. Should either the District, employee, or the Union believe that the duties the employee is currently performing are more properly within a different existing job classification, a proposed change will be brought to the next Reclassification meeting. The reclassification meetings shall be during the following months: October, January, and April. A committee comprised of three (3) Union members and three (3) District representatives shall be appointed by each side to study the issue.
- E. The Union and District representatives in the reclassification meetings will consider the merits of the reclassification request based on whether the majority of the employee's currently assigned duties/time more accurately matches their current job description, or the existing position proposed by the District, employee, or the Union.
- F. The recommendation of the reclassification/change meetings will be issued in writing to the Superintendent within ten (10) working days of the above referenced meeting. The Superintendent will either approve or deny the recommendation and will issue a written decision within ten (10) working days of receipt of the recommendation. Approved reclassification will become effective on the date the Superintendent issues written approval, retroactive to the date the employee's request was made. No decision of the committee is subject to the grievance procedure.
- G. Any bargaining unit work removed from an employee through this process shall still be performed by bargaining unit members.
- H. Employees who move classifications can request their employment history, as

documented in the latest employment application, be evaluated by the placement committee. There will be no decrease in step placement because of this evaluation.

- I. Employees that have questions regarding their placement on the salary schedule may bring those questions to the reclassification committee.

4-15-25
TA
Mandy Koell
aitmi

ARTICLE 21: SAFE WORKING CONDITIONS

- A. The District will provide a safe and healthful working environment by complying with state and federal laws and regulations pertaining to workplace safety and equipment safety.
- ~~F.~~ B. ~~The District and the Union mutually agree to work together to promote a safe and healthy work environment within the District. In accordance with School District policy, the District will organize a safety committee at each worksite to monitor safety related issues. The names of the safety committee members shall be posted at every worksite. The committee will have representatives from all employee groups. The classified employees serving on a safety committee shall either be appointed by the chapter president, or elected in a meeting of the classified employees at the worksite. The meeting shall be chaired by a chapter 98 union worksite representative. Building safety committee reports will be posted in the employee breakroom, emailed to the chapter president.~~
- C. In the event that District is notified by the OHA or local county health organization of an outbreak or situations where employees are likely to be exposed to serious contagious diseases, illnesses or other health hazards, the District will make a reasonable effort to provide this information to the employees who are likely to be exposed, unless confidentiality laws prevent it from doing so. Furthermore, the District will follow all policies mandated by the OHA, local health organizations, and CDC.
- D. In the event District administrators are aware of situations where students, being assigned to employees have had severe behavioral problems in the past that are likely to pose safety problems in the future, the District shall make a reasonable effort to keep those employees informed of these facts unless prevented from doing so by the laws of confidentiality. This might include information related to safety protocols for individual students and behavior intervention plans the employee will participate in implementing, as well as information required by law related to illegal activity.
- E. ~~School special education staff and administrators are responsible for providing to employees, with an educational need to know, specific information related to behaviors of students with disabilities.~~
- F. To reduce the potential for harm to staff members, the District may provide the following when appropriate (list is not all inclusive and is based on individual statement and staff needs):
1. Training of employees on proper lifting techniques;
 2. Lifting equipment (back supporter, mechanical lift) when the student's size warrants;

3. Safety equipment such as bite guards, spit guards, and protective gloves.
- G. School administrators shall handle behavioral referrals through a process based on the District's disciplinary standards.
- H. Annually, the District will review with the Union officers, or their designee, the training needs and concerns of members and propose a schedule and format to address those needs.
- ~~I. Building safety committee reports will be posted in the employee breakroom, emailed to the chapter president.~~

J. In accordance with SB 756 (2023), ORS 343.068, Employees assigned to assist students with educational, behavioral, medical, health, or disability related special needs shall be recognized as a service provider, and shall be:

assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

- a. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
- b. Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:
 - i. The student's individualized education program, 504 Plan or behavior intervention plan; **or**
 - ii. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.
- c. For the purpose of paragraph (a) of this subsection, a school district employee attending a meeting may not substitute for the participation of a licensed regular education teacher.
- d. All school district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

- ~~a. Granted access to the student's individualized education program (IEP), 504 Plan, behavior/safety intervention plan, medical support protocols, and/or any other documentation that relates to the employee's responsibilities to assist the student with their educational, medical, health, or disability related needs.~~
- ~~b. Consulted when the education plan for the student is being developed, reviewed, or revised. Employees shall be invited to and compensated for attending meetings regarding the student's IEP, 504 Plan, medical support protocol, behavior/safety intervention plan or any other meetings to discuss issues or make decisions related to the responsibilities of the employee to assist the student.~~
- ~~c. Provided adequate training to safely conduct each job duty assigned to the employee related to the implementation of an IEP, 504 Plan, behavior/safety intervention plan or medical support protocol.~~
- ~~d. The District shall provide any specialized training, free of charge to the employee, and occur before the employee is assigned to carry out any job duties that requires specialized support.~~

The District shall provide any specialized training, free of charge to the employee

- ~~e. The District shall provide any specialized training, free of charge to the employee. Once the employee is assigned to perform job duties that requires specialized support, training shall occur as quickly as possible.~~
- ~~e.f. During in-service at the beginning of the school year the the district shall provide employees who are assigned to work with students with educational, behavioral, medical, health, or disability related support paid time to review the students' IEP, 504 Plans, medical support protocols, or any other documentation that relates to the employees' responsibilities to assist the assigned student(s).~~
- ~~f.g. Employees hired after the pre-service periods beginning of the school year in-service or who are unable to attend the pre-service periods shall be provided paid time during non-student time for reviewing the documentation related to their responsibilities..~~
- ~~g. Employees shall be provided the opportunity to review the documentation prior the employee being required to assist the student with educational, behavioral, health, medical support, or disability related needs.~~
- ~~h. Employees shall be provided up to 30 minutes of scheduled non-student time each week to review IEP, 504 Plans, or behavior/safety intervention plans.~~

provide input for upcoming meetings regarding the student, or check-in with other supporting staff regarding the care of a student with specialized needs.

TA 6/2/25

Ami Lickens

Mandig Keller



wd: OSEA article 21

2 messages

Vickery, Dorie <dorie.vickery@sheridan.k12.or.us>

Thu, Jun 5, 2025 at 3:33 PM

To: Selene Fry <selene.fry@sheridan.k12.or.us>, Melissa Love <melissa.love@sheridan.k12.or.us>, Karen Daniels <karen.daniels@sheridan.k12.or.us>

Dorie Vickery, Ed.D
Superintendent
dorie.vickery@sheridan.k12.or.us
971-261-6959

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----- Forwarded message -----

From: **Teri Staudinger** <teri@osea.org>
Date: Thu, Jun 5, 2025 at 2:57 PM
Subject: OSEA article 21
To: Vickery, Dorie <dorie.vickery@sheridan.k12.or.us>
;C: Mandi Kadell <mandi.kadell@sheridan.k12.or.us>

Hello,

I'm reviewing the TAed articles to get a copy ready to present to our members next week. I know the intent of the language in article 21 J, but after reading it several times, I think it needs to be changed a bit.

The language states:

In accordance with ORS 343.068, employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

Would you be agreeable to this change:

In accordance with ORS 343.068, employees who are assigned to work with a student with specialized needs, and who assist the student with the educational, behavioral, medical health or disability-related support needs of the student must:

I'm also open to other suggestions to clarify this language.

Thank you-
eri

ARTICLE 22: JUST CAUSE / DISCIPLINE

- A. An employee may not be disciplined except for just cause.
- B. Discipline shall be defined as: written warnings, letter of reprimands, dismissal, demotion, or suspension without pay. Any appeal of a written warning or letter of reprimand shall be limited to Level Two of the contractual grievance procedure.
- C. An employee shall have the right to write and attached a rebuttal to any disciplinary document placed in their personnel file. This shall be done within two (2) weeks of the employee's receipt of the disciplinary document.
- D. An employee's signature on a disciplinary document is only to acknowledge the receipt of the document and doesn't necessarily signify agreement with the contents of the document.
- E. In cases of very serious misconduct, the principles of progressive discipline shall not apply.
- F. Members of the classified bargaining unit shall not be criticized or reprimanded in front of staff members, students, or parents.
- G. The employee shall have the right to have a designated Union representative present during any meeting that might reasonably be expected to result in any disciplinary action.
- H. Employees shall be notified at least 24 hours in advance of a meeting that might reasonably be expected to result in disciplinary action. If a designated union representative is unavailable to attend the meeting, it shall be rescheduled until a designated union representative is available to attend.

5/27/2025
Mandi J. Kadler
Domi Chutkan

ARTICLE 23: GRIEVANCE PROCEDURE

A. Definitions

1. "Grievance" shall mean any dispute between an employee, group of employees, or the Union and the District involving the interpretation or application of any one or more provisions of this Agreement.
2. "Grievant" is the person or persons who has and is submitting the grievance.
3. The "Party in Interest" is either the person or persons filing the grievance or the person or persons against whom the grievance is filed.
4. "Representative" is the one who may speak for and/or advise a party in interest.
5. "Immediate Supervisor" is the one who has direct administrative or supervisory responsibility over the grievant in the area of grievance as stated in school board policy.
6. The term "days" when used in this article, except where otherwise indicated, shall mean the grievant's working days.
7. "Persons officially involved" means the Superintendent, his representative and/or consultant, the grievant, his representative, and witnesses.
8. "Union" means the ERB certified exclusive representative for the District's classified employees (OSEA).

B. General Procedures

1. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into summer vacation period or the following year.
2. Efforts should be made to resolve differences through a discussion with the ~~direct~~ **immediate** supervisor before formal procedures are used. **However, the parties may mutually agree to file a grievance at any Level two- Superintendent, of the grievance procedure in the event the Immediate Supervisor does not have the authority to remedy or adjust the grievance. If the grievance is against the Superintendent, the grievance shall be filed at Level 3- School Board.**
3. **The employee shall have the right to have a designated Union representative present during all levels of the grievance procedure, including the School Board hearing.**

C. Level One – Immediate Supervisor (as defined by ORS 243.650(23))

The grievant may file a written grievance with ~~his~~ **their** immediate-supervisor. The written grievance shall be filed with the immediate supervisor not later than fifteen (15) days following the grievant's knowledge of the event, which is the subject of the grievance. The grievance shall set forth the grounds upon which the complaint is based and reason(s) why the grievant considers the decision rendered during the informal discussions are unacceptable. The immediate supervisor shall communicate to the aggrieved the decision in writing not more than five (5) days after the filing of the written grievance. Within five (5) days of receipt of the decision rendered by the immediate supervisor, the grievant, if ~~he~~ **is they are** not satisfied with the decision of the immediate supervisor, may appeal in writing to the Superintendent. The written appeal will include an explanation of why the decision at Level One is unacceptable.

D. Level Two - Superintendent

Appeals to the Superintendent shall be heard by ~~him~~ **the Superintendent** within ten (10) days of ~~his~~ **their** receipt of the appeal. Written notice of the time and place of the hearing shall be given five (5) days prior thereto to the grievant or any other persons officially involved in the grievance. Attendance at the hearing of the appeal shall be restricted to persons officially involved. Parties in interest may elect to call witnesses who shall appear individually at the hearing. Within five (5) days of hearing the appeal, the Superintendent **or their designee** shall communicate to the grievant and all other parties officially present at the hearing ~~his~~ **their** written decision which shall include supporting reasons. If the grievant is not satisfied with the decision of the Superintendent ~~he~~ **they** may file a written appeal with the school board within five (5) days from the receipt of the Superintendent's decision. The appeal shall state the grievant's reason for appealing the decision of the Superintendent and request appeal to Level Three, the School Board.

E. Level Three - School Board

Within five (5) days of the receipt of the appeal, the School Board will notify all official parties of a hearing to be held within (10) days of the receipt of the appeal. The School Board shall hear arguments of the Superintendent and the grievant at a closed session if permissible under Oregon public records laws. Within five (5) days following the hearing the School Board shall render a decision in writing to all official parties which decision shall be final and binding upon them unless the grievant appeals to arbitration.

F. Level Four - Arbitration

If the grievance has not been settled, the Union may, within ten (10) days after the response of the Board of Directors is due, serve notice of its intent to arbitrate the grievance. Such notice shall be in writing and delivered to the Superintendent. After the Union has indicated its desire to take a grievance to arbitration, the Union shall request the Employment Relations Board to submit a list of names of five (5) arbitrators to the parties. The parties

shall select an arbitrator from the list by such method as they may jointly elect, or if they are unable to agree upon such method, then by the method of alternate striking of names under which the party that is to strike first shall be determined by lot. Nothing in this section shall prohibit the parties from agreeing upon a permanent arbitrator or permanent list. The arbitrator's decision shall be final and binding, but ~~he/she~~ **they** shall have no power to alter, modify, add to, or detract from the terms of the Agreement. His **Their** decision shall be within the scope and terms of the Agreement and in writing. The arbitrator's fee and expenses shall be shared equally between the parties. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

5/2/2025
Mandie Kadell
Dyan Vukob

Article 23- Grievance Procedure:

B. General Procedures

1. These procedures should be processed as rapidly as possible; the number of days indicated for settlement or appeal at each level should be considered a maximum. The time limits can be extended by written mutual consent of the parties involved at any level of the procedures. (we don't have this paragraph in the TA, but I have no objections to it being added)
2. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year and avoid, if possible, carrying the process into summer vacation period or the following year.
3. Efforts should be made to resolve differences through a discussion with the immediate supervisor before formal procedures are used. However, the parties may mutually agree to file a grievance at Level Two - Superintendent, grievance procedure in the event the immediate supervisor does not have the authority to remedy or adjust the grievance. If the grievance is against the Superintendent, the grievance shall be filed at Level Three – School Board.
4. The employee shall have the right to have a designated Union representative present during all levels of the grievance procedure, including the School Board hearing.

*Thank you,
Teri*



Teri Staudinger

Pronouns: she/her

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From: Fry, Selene <selene.fry@sheridan.k12.or.us>

Sent: Tuesday, June 10, 2025 8:41 AM

To: Teri Staudinger <teri@osea.org>

Cc: Dorie Vickery <dorie.vickery@sheridan.k12.or.us>; Mandi Kadell <mandi.kadell@sheridan.k12.or.us>;

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***Bargaining Agreement
Between
Sheridan School District 48J
And
Mid-Valley Bargaining
Council***

2023-2026

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PREAMBLE

- A. This Agreement is entered into between the Board of Education on behalf of Sheridan School District No. 48J, Sheridan, Yamhill County, Oregon, herein referred to as the “Board” or “District,” and the Mid-Valley Bargaining Council, an affiliate of O.E.A., herein referred to as the “Council.”
- B. The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours, and conditions of employment for personnel included in the bargaining unit.

ARTICLE 1- RECOGNITION

- A. The Board recognizes the Mid-Valley Bargaining Council (Council) as the exclusive bargaining representative on wages, hours, and conditions of employment for all regular full-time and regular part-time (1/2 time or more) licensed teaching personnel employed by the District.
- B. Supervisors, administrators, confidential employees, substitutes, temporary teachers who are employed for less than the equivalent of one semester, and employees not defined in section A are specifically excluded from the bargaining unit.
- C. The purpose of this Article is to recognize the right of the bargaining agent to represent teachers in the bargaining unit in negotiations with the Board. Granting of recognition is not to be construed as obligating the Board in any way to continue any functions or policies. The Board reserves the right to create, combine or eliminate any positions as, in its judgment, is deemed necessary.
- D. The District shall electronically post the Agreement on the District website and offer printed copies to employees upon request. One paper copy will be provided to the STA President and one paper copy will be kept at the District Office.

ARTICLE 2- MANAGEMENT RIGHTS

- A. Except as otherwise specifically limited by the terms of this Agreement, the District retains all the customary, usual and exclusive rights, decision making prerogatives, functions and authority connected with its responsibility to manage the affairs of the District or any part of it.
- B. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the District shall include the following:
1. To determine the services to be rendered to the patrons of the District.
 2. To determine and to follow the District's financial, budgetary and accounting procedures.
 3. To direct and supervise all operations, functions and policies of the District.
 4. To close or liquidate any District facilities, or relocate, reorganize or combine the work in any District facilities so long as such action is not in violation of the provisions of this Agreement or implemented in an arbitrary, capricious or discriminatory manner.
 5. To manage and direct the work force, including but not limited to, the right to hire, promote and retain employees; the right to determine schedules of work; the right to purchase, dispose of and assign equipment or supplies.
 6. To determine the need for a reduction or an increase in the work force.
 7. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment.
 8. To implement new and to revise or discard, wholly or in part, old materials, equipment and facilities.
 9. To contract or subcontract work as may be determined by the District, provided that as to work which has been previously and regularly performed by employees in the bargaining unit, the District agrees to negotiate with the Council as to the impact of such action on employees in the unit prior to finalizing or implementing new decisions concerning such contracting or subcontracting.
 10. To designate and to assign all places to work. To determine the qualifications of new employees, transfers, and promotions so long as the District complies with the transfer provisions in Article 6.
 11. To determine the need for the qualifications of new employees, transfers, and promotions.
 12. To determine the need for additional educational courses, training programs, on-the-job training, and cross-training and to assign employees to such duties for such periods to be determined by the District.

ARTICLE 3- NONDISCRIMINATION

- A. The Council 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/color, religion, gender, sexual identity, sexual orientation, national origin, physical/mental disability, (unless the disability constitutes a bona fide occupational disqualification), marital or veteran status or membership or non-membership in the Union. All references to employees in this Agreement designate both sexes and when the male gender is used, it shall be construed to include both male and female employees.

ARTICLE 4- PAYROLL DEDUCTIONS

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 the District 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 the District when a bargaining unit member should no longer have dues deducted. The District shall enact dues deduction changes on the pay period following a notification.

If a bargaining unit member challenges their dues deduction with the District the District may request a copy of the member's dues authorization from the Association. The Association will provide the document in a timely fashion.

For any new employee who was an Association member at their prior place of employment, District shall backdate dues to their first contract day.

2. Processing OEA/NEA Dues Deductions

Dues deductions shall be made monthly in an amount equal to one-tenth (1/10) of annual dues, commencing with the month of October and continuing through the July 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 Sheridan EA Dues Deductions

Sheridan Education Association dues shall be deducted from each member's paycheck. In October and November when the Union provides notification to the District.

4. Remittance of Dues Checks

a. Data to OEA

Within ten (10) days after each pay period, District shall send the Association an Excel-compatible register of the NEA/OEA/SEA dues, including voluntary Association contributions, deducted from each member's paycheck.

b. Payment to OEA

Within ten (10) days after each pay period, District 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 SEA

SEA dues payments will be deducted and paid separately from OEA/NEA dues and shall be remitted to the SEA 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 deductions procedures outlined in this agreement. The Association's obligations are contingent upon the District: 1) giving the Association at least two-week's notice from the

date they knew or should have known, in writing, of any claim; 2) and fully cooperating with the Association and its designated counsel in the defense of the claim. The Association's obligation does not extend to criminal allegations or actions brought against the District by the Association. In the event the District properly invokes this paragraph, the Association will provide the attorney to defend against the claim. In the event the District wishes to use its own attorney, the District will pay the fees and costs of said attorney.

B. Employee Information

1. Employee List

Each September 15th, the District shall provide to the OEA Membership Specialist an Excel-compatible database of each new employee in the bargaining unit (both active members and non-members) that includes the last four digits of their social security number, employee ID, date of birth, first date of service, FTE, classification or title, worksite, annual salary, residential address, residential phone number, personal email address and work email address. Whenever a new employee is hired into the bargaining unit, The District shall provide the above information within thirty (30) days of hire.

2. Change in Employment Status

The District shall promptly notify the OEA Membership Specialist whenever an employee in the bargaining unit is placed on an unpaid leave of absence, retires, is laid off, resigns, or changes their name.

C. Tax-Sheltered Annuities

1. According to District policy DLB - Salary Deductions, the school board shall annually review the list of TSA providers and approve those from which employees may purchase TSA programs. If a program is dropped from that list, current employee's membership may be "grand fathered"; that employee may then continue to use that TSA company as long as employed by the District. If at least ten (10) teachers request, at the time of the annual review, a specific TSA company, it will be considered as a possible addition to the Board approved list. Upon review, the District will distribute the approved list annually to all teachers.

ARTICLE 5- TEACHER EVALUATION/ASSISTANCE

- A. The Board retains the right to develop and administer teacher evaluation procedures in accordance with its previously stated prerogatives. However, the Council will be consulted prior to changing the evaluation procedures. The District shall meet and confer with the Council regarding procedures as required by the Oregon Revised Statutes. The District will comply with ORS 342.850. A professional growth option may be utilized for experienced teachers at the principal's discretion in lieu of the traditional observation/evaluation model.
1. All evaluations shall be conducted by licensed administrators.
 2. Probationary teachers will be observed a minimum of three times during the school year; two of these should be by mid-February and at least one of these two is a formal observation.
 3. Licensed teachers will be observed a minimum of three times during the contract period; two times during "on-year" and one time during "off-year". At least one of these three is a formal observation.
 4. All formal observations will be followed with written feedback within 72 hours.
 5. Strategies for Success will be utilized prior to placing a teacher on a Plan of Assistance.
 6. Forms used for evaluation will be shared and discussed with staff before they are used by administration in observation.
 7. Walk through observations (less than 10 minutes in length) shall not be used as part of the formal teacher evaluation procedure. Mini observations (at least 10 minutes in length) may be used as part of the formal teacher evaluation procedure. Forms used for evaluation will be shared and discussed with staff before they are used by administration in observations.
 8. Walk through observations of less than 10 minutes shall not be housed in the teacher's District personnel file.
- B. If the District does not extend a contract teacher's contract by March 15 of the first year of the contract due to inefficiency, neglect of duty, inadequate performance or failure to meet the Board's expectations for improvement, the District will place the teacher on a program of assistance for improvement.
1. All programs of assistance, including the use of peer assistance, will be developed and implemented according to Oregon law.
 2. The program of assistance for improvement shall be for a minimum of eight (8) weeks or forty (40) teacher work days (whichever is longer) in duration. The plan of assistance will be reviewed at that time.

ARTICLE 6- ASSIGNMENTS AND TRANSFERS

- A. Grade, subject and activity assignments shall be made by the District. Teachers shall be notified in writing of any change in such assignments no later than July 15th prior to the beginning of the new school year, or prior to November 1st for any change of assignment at the conclusion of fall semester. Any change in assignment made by the District after July 15th or November 1st respectively, shall allow the reassigned staff member(s) two (2) full paid days to prepare for such reassignment after July 15th or November 1st of that given year.
- B. A teacher who requests a transfer, or is the subject of an involuntary transfer, will be given notice of the District's intent in the matter sixty (60) calendar days prior to the implementation of the transfer. In an event that a sixty (60) day calendar notice is not feasible due to extenuating circumstances, the District will not be bound to the 60-day notification. When making transfers, it is understood that the instructional requirements and best interests of the District and the pupils are of primary importance; however, teachers being involuntarily transferred shall be informed of known vacancies at the time the transfer decision is being made. Teachers shall be able to indicate their preference of assignment.
- C. In the event of an involuntary transfer, the teacher has the right to request a meeting with the Superintendent and their supervisor prior to the implementation of the transfer
- D. Any teacher desiring a transfer to another grade, subject and/or activity assignment shall make their request known within seventy-two (72) hours of the posted vacancy in order for it to be considered for the following school year. Applications for transfer must be in writing and renewed annually in order to remain valid. All employee applicants meeting minimum licensure requirements will be granted an interview.
- A written response regarding the District's decision will be provided within seventy-two (72) hours of the interview. The District may request an extension of this timeline. Should the District deny the transfer request, an explanation will be provided in this response. Upon receipt of the decision, the teacher may request a meeting with the Superintendent regarding the decision within twenty-four (24) hours. At the conclusion of this process, the District may choose to interview other in-district candidates who do not meet the minimum licensure requirements.
- E. Notice of vacancies which occur during the school year will be shared electronically and posted on the district website. Vacancies which occur during the summer months will be posted in the District Office and emailed to licensed staff members. Requests must be submitted annually notifying the District Office of their desire to be considered for another position should one become vacant for which they are licensed.
- F. Bargaining unit members will be granted a courtesy interview for any administrative opening within the District for which the bargaining unit member is qualified. The qualifications, hiring procedures and hiring decisions, however, are not governed by this Agreement and are not subject to the grievance procedures.

ARTICLE 7- LAYOFF (RIF) AND RECALL

A. Layoffs

1. The District shall determine when layoff is necessary and which programs will be affected; however, the District agrees that such layoffs shall be implemented in accordance with the following procedures.
2. The District will provide a layoff list and as much notice as is practicable once the Board determines that a layoff is necessary.
3. Layoffs shall be made by seniority and in accordance with the provisions of ORS 342.934, except for definitions of terms that are allowable under statutes. Appeals from decisions on layoffs or recalls of staff members shall be by arbitration as set forth in paragraph E of this Article, but subject to the provisions of ORS 342.934(7).
4. If the District wishes to retain a teacher with less seniority than a teacher to be laid off, the District must show that the teacher to be retained has more competence than the more senior teacher. Competence shall be defined as:
 - Having a valid license for the position
 - Demonstrated ability to teach: The District may consider evaluations for the prior seven (7) years as demonstrated ability to teach
 - Not being in the process of termination or dismissal
 - Not having failed to meet the expectations of a program of improvement at its conclusion.

The District may consider evaluations for the prior seven (7) years as demonstrated ability to teach.

If the District determines that the most senior, properly licensed teacher will not be retained for a position based on competence considerations, the District shall consider the willingness of the teacher to pursue additional training and educational preparation sufficient to make the teacher competent for this position.

Any credits that may be required would be subject to the tuition reimbursement formula (Article 12).

B. Recall Procedure

1. Employees shall be recalled to positions they are qualified to fill when an opening occurs.
2. Recall shall be by inverse order and according to the same criteria as used in conducting the layoff.
3. Notice of recall shall be sent via certified mail to the last address given to the Personnel Office by the teacher. A teacher shall have fourteen (14) calendar days from the date the notice of recall was mailed to notify the District of his intent to return. The employee must report on the starting date specified by the District, provided the reporting date is at least twenty-four (24) calendar days from the date the notice of recall was mailed. Failure to notify the District of intent to return or to return to work within the time limits shall be considered the resignation of said employee.
4. Employees who are laid off from the District shall be eligible for recall as outlined above for a period of twenty-seven (27) months after the effective date of their layoff unless they:
 - a. Resign. In such event a written resignation shall be sent to the District.
 - b. Fail to return when recalled as described above.

5. Employees who are subject to a layoff after twenty (20) continuous years of service to the Sheridan School District shall be eligible for recall for thirty-six (36) months after the effective date of their layoff.

C. Layoff Benefits

1. Subject to the group employee insurance carrier, the District shall extend coverage under its medical program, for the balance of the layoff to contract and probationary employees who are laid off. The District will pay the cost of such medical premiums during the first three (3) months following layoff and such coverage may be continued by the employee for the balance of the layoff provided the employee pays the premium. Employees who accept other employment shall not be eligible for the extension of group insurance coverage, except as provided under COBRA guidelines.
2. All benefits to which an employee was entitled at the time of layoff will be restored upon employee's return to active employment and the employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.
3. Time that an employee spends on the layoff list does not count toward movement on the salary schedule nor toward accrual of benefits. But in the situation where an employee works at least 135 student contact days in a year they will receive credit for vertical movement on the salary schedule.

D. School Closure

1. The employment relationship between the bargaining unit members and the District shall continue to the extent described in this Article during any period of school closure. During school closure due to lack of funds, the District acknowledges that the bargaining unit members are temporarily laid off, and agrees to recall, pursuant to paragraph C above, all teachers to regular duty promptly upon obtaining funds sufficient to resume normal operations. Employees are not paid for any days laid off.

E. Review Process

1. The application of this Article may be reviewed through the grievance procedure contained elsewhere in this Agreement.

ARTICLE 8- CALENDAR

- A. It is recognized that the Board has the right to set the annual school calendar. Prior to Board approval and adoption of the calendar, a proposed calendar, if reasonably practicable, will be referred to the teachers for input.
- B. A copy of the adopted calendar will be provided with the teacher's contract or letter of intent each spring and a copy included with the teacher's handbook each fall.
- C. In accordance with contract provisions, the District shall adopt a school calendar which represents no less than the minimum standards specified in the Oregon Administrative Rules relating to instructional hours. Existing schedules which meet or exceed state minimums shall not be affected. The Council shall be consulted prior to implementation of changes in the instructional hours.

ARTICLE 9- WORKING CONDITIONS

- A. Normal building hours for teachers shall be eight (8) hours per day. Included in the building hours is a thirty (30) minute continuous, duty-free lunch period, during which the teacher may leave the building. The starting times and dismissal times, which may vary from school to school, shall be determined by the Board.
- B. In addition to normal building hours, the following shall apply:
1. Teachers shall spend time outside of building hours to the extent necessary for adequate preparation of instruction, pupil and parent consultations. This includes parent-teacher conferences and IEP meetings. Administrators will provide an estimated amount of additional time expected to be needed to complete professional development activities.
 2. The administration will consult with staff members in an effort to schedule staff meetings during the regular workday. All effort shall be made to allow at least one week's notice.
- C. Teachers shall adhere to the daily schedule and shall make no commitments which preclude their being present in their assigned responsibilities. Requests for exceptions must be submitted to the principal, and their approval granted, prior to the anticipated teacher absence and/or late arrival or early leaving. Teachers shall not leave the buildings to which they are assigned during class or preparation periods without the consent of the building principal.
- D. The contract for returning teachers shall be 190 days. Within the 190-day teacher contract year, there will be five (5) paid holidays (Labor Day, Veteran's Day, Thanksgiving Day, Martin Luther King Day, Memorial Day). Teachers new to the District shall have 191-day contracts, with the extra day being devoted to orientation. New teachers will have the same holidays as returning teachers.
- E. Within the normal student contact day, there shall be provided 45 continuous minutes, or the time equivalent to a normal class period, for preparation time during which the teacher shall not be assigned any other duties.
- If a particular school adopts a class schedule with class periods in excess of 45 minutes and the teacher preparation period is embedded within the schedule, then the administrator may assign curriculum development work for the excess time.
- F. The statewide October Inservice Day will be a non-contract day. If a teacher chooses to attend a conference/training related to the profession they will be reimbursed registration costs for the training, with prior approval of the superintendent.
- G. Within the 190 day contract year there shall be provided:
- A four (4) day fall inservice with a minimum of one and one half (1.5) days free of meetings or other scheduled activities.
 - One (1) day at the end of each progress and grading period.
 - One and one half (1.5) work days for classroom closure at the end of the year.
 - If progress reports/conferences are required, building administrators will attempt to arrange time in the schedule for teachers to complete them.
- H. The parties agree to form a joint committee composed of six members with three (3) appointed by the Council and three (3) appointed by the District. During each year of the Agreement, the District will report to the committee and provide it with information regarding the various class sizes in the District, including special needs students, the number of preparations provided and other relevant and reasonably available data. It is intended that the District's report will occur on or about October 1 and on or about February 1 of each year. The joint committee will be charged with the responsibility to identify and examine problem areas. It is intended that suggested solutions to the identified problems would be recommended to the Board of Directors by the joint committee.
- I. For the terms of this Agreement, the District and the Council agree to formally adopt a Labor Management Committee. The Committee shall typically consist of two to three representatives from

the District and the Council respectively. The Committee shall attempt to meet once a month to problem solve and enhance the state of labor relations in the District. Prior to each meeting, a representative from each team will jointly establish an agenda for the Committee meeting.

- J. District employees may use the district's technology to learn, practice and enhance technology skills to be used in their teaching assignments. This use shall not otherwise interfere with assigned duties, waste or endanger (misuse) district resources or violate any district standard, implied or stated. District employees are not permitted to conduct or run any private or commercial enterprise on district equipment. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, negotiated agreements and applicable provisions of law.
- K. The District shall provide a safe and healthy working environment. Union members will be informed immediately upon district knowledge when they are potentially exposed to contagious diseases or environment hazards as prescribed by law and delineated by policy. They shall be instructed as to prevention and protection from the disease, illness, or hazards. If the administration in conjunction with law enforcement deems that a credible threat of violence against the school, staff, students, or themselves, school administrators will notify building staff of the threat before the start of the normal school day. If the threat occurs during the normal school day administration will notify staff as soon as they can, which may include during instructional time, to ensure staff can keep students, staff, and the overall building safe from such threat.
- L. Licensed staff shall be informed prior to being assigned student(s) who are reentering the general education classroom immediately from a more restrictive environment and that could present a safety problem to the students or staff. Licensed staff shall be provided with specific information about the known behavior pattern(s) of the student(s) and suggested strategies and trainings for managing those behaviors.
- M. The District agrees to reimburse employees for personal insurance deductible amount up to \$300 or a maximum of \$300 to be applied to the loss or damage if not insured when personal property is lost or damaged as result of theft, accident, or vandalism and when all reasonable precautions have been taken by employee to safeguard against loss or damage. This provision does not apply to automobile accidents or to accidents for which the owner of the item is the responsible party.
 - 1. The District shall promote reasonable rules and regulations outlining the procedures and documentation needed for payment of a reimbursable claim. Those rules shall be governed by the following provisions:
 - a. Employee must report the theft, accident, or vandalism to the appropriate police officials within seventy-two (72) hours of knowledge of the incident.
 - b. Employee must complete a statement for district records explaining the circumstances surrounding theft, accident, or vandalism.
 - 2. Repair or replacement costs shall be based on the most current and available rates and/or prices.
- N. Special Education licensed employees may request release time and/or curriculum rate to complete assigned caseload paperwork of up to four (4) days release time; or up to 24 hours curriculum rate; or a combination of the above two (2) options provided the combination does not exceed the cost of 24 hours curriculum rate. Special education licensed employees shall be granted flexibility in determining what days and hours will be used for the completion of caseload paperwork with approval from supervisor.
- O. Classroom Management
 - 1. Building administrators will meet with staff semi-annually to review discipline policies and guidelines. Teachers may remove students with disciplinary problems from the classroom and refer them to the building administrators who will determine the appropriate action so long as this action complies with any applicable behavior plans or IEPs.

2. If the teacher communicates to the administrator a desire to confer before the student is returned to the classroom, then the administrator shall make an effort to do so. If a conference cannot be held prior to the student being returned to class a phone call or face to face conversation will occur between the teacher(s) and administrator acknowledging the student's return to class. The administrator will attempt to have the conference within three (3) school days of the student's return.
 3. In the event that the student conduct results in a threat assessment being conducted for the student, the teacher(s) shall make an effort to attend the treat assessment, without additional compensation and the teacher will be given the support plan developed by the threat assessment team. All teachers of the student must be notified of the threat assessment meeting prior to the meeting.

In the event that the student's conduct results in a disciplinary hearing being conducted for the student, the teacher(s) shall make an effort to attend the disciplinary hearing, without additional compensation and the teacher will be given the support plan developed by the disciplinary hearing team. All teachers of the student must be notified of the disciplinary hearing prior to the meeting.
 4. Training in de-escalation strategies and techniques shall be provided by the District to all interested licensed employees in an effort to improve staff-student relationships in regard to safety.
- P. The District will provide reimbursement for class fees and required materials associated with classes (such as CPR/First Aid) that the District requires a member to take. Time to complete all mandatory online training shall be provided on district time and during the normal eight (8) hour work day.
- Q. Inclement Weather
1. If school openings are delayed, licensed staff start times will be delayed by the same amount of time. Licensed staff will also communicate with their supervisor if there is any type of safety concern that could cause a delay reporting beyond that delayed start time. If school openings are canceled, staff are not to report to the building.
- R. Technology Requirements
1. Teachers will be notified, in writing, what classroom technology will be available to them by June 30th. Teachers will have dedicated time during building hours to adapt any district adopted curriculum to align with the technology available.
- S. The District and STA leadership will work collaboratively on a process to provide building administrators feedback for improving their overall effectiveness in school administration. This system will allow teachers to provide meaningful feedback to the District regarding their administrator/direct supervisor.

ARTICLE 10 - CURRICULUM DEVELOPMENT

- A. The District will determine when and if curriculum work is to be done. If it is outside the normal work day or outside the teacher's contract year, participation shall be voluntary and be paid as per Article 11(K), unless a particular grant specifies a higher daily rate of pay.
- B. The building principal shall recommend personnel to be involved in curriculum development with the final selection determined by the superintendent. First consideration shall be given to those qualified staff members involved in the curriculum areas to be considered.
- C. Intellectual Property
Board Policy GCQBA provides teachers the option to petition the district for assignment of copyright or patent rights. The District and Association agree to cooperatively develop the necessary forms and designate the steps in this process. Approval of the petition will be decided by the Superintendent.

ARTICLE 11- COMPENSATION

A. Salary and extra duty schedules for 2023-2024 and 2024-2025 are included as Appendices A and B and C and D.

1. Appendix A – Extra Duty schedule.
Appendix B – index.
Appendix C – reflects the index with the previous base salary increased by 5.5% for 2023-2024.
Appendix D – reflects the index with the previous base salary increased by 5.5% for 2024-2025.
Appendix E – reflects the index with the previous base salary increased by 3.5% for 2025-2026.

Longevity:

Employees who no longer receive a step increase will be moved to a longevity step

Matrix Formula:

3% increase between steps and 4% increase between columns, to compound exponentially.

Longevity step: Calculated annually based on the last step in the column time $\frac{1}{2}$ of the fiscal year salary schedule increase, or 1.75%, whichever is higher.

2. This Agreement is entered into and based upon assumptions about the amount of revenue to be received by the District in the 2023-2025 biennium and is based upon a statewide \$10.2 billion education budget.

If this budget amount is reversed by referendum or action of the executive branch, or if there is any other unexpected and substantial revenue shortfall that affects the District's ability to fund the economic provisions of this Agreement, either party may elect to reopen this Agreement for further negotiations. If this Agreement is reopened, notice will be given in writing and bargaining will begin within no more than fourteen (14) days. Negotiations for this reopening shall be conducted pursuant to ORS 243.698, but the negotiations period will be limited to ninety (90) days unless the parties mutually agree to a longer period of negotiations

B. Movement of the salary schedule by current employees

1. If a teacher completed the necessary credits for advancement to a higher educational level of the salary schedule, an adjustment in placement on the schedule, to be effective in the subsequent school year, will be made only if the teacher notifies the Superintendent prior to September 15th with proper verification, including temporary verification as outlined in Section B.4 below, as required by the District.
2. When moving from one column to another, those employees at the maximum level of the previous column shall be allowed one vertical increment in the new column, unless otherwise limited by the term of this Agreement.
3. For course work to count toward horizontal movement across the salary schedule, the course work must:
 - a. Be graduate courses related to the teacher's current teaching position or licensure or, when approved in advance, undergraduate credits which are part of an additional endorsement program and/or are related to the teacher's current teaching position.
 - b. Have been successfully completed as evidenced by a Pass or a grade of C or better.
4. Temporary verification of successful completion of the course work will be accepted by the District when a professor/instructor supplies a written statement indicating the grade to be received. Proper verification shall be an official transcript sent by the institution to the District.

- C. Initial Placement on the salary schedule for new employees
1. Horizontal Placement
New teachers will be granted credit on the salary schedule for course work as follows:
 - a. Course work must be graduate courses related to the teaching position that the teacher was hired to fill and earned after the degree or preparation which led to the initial licensure required for employment.
 - b. Undergraduate credits which are part of an additional endorsement program and are not courses which are general education and/or part of a program that led to initial licensure.
 2. Vertical Placement
Vertical placement on the salary schedule will be based on one step for each verified year of teaching experience in state or federally accredited school(s).
- D. Teachers assigned to different buildings for teaching assignments shall be reimbursed for mileage at the District rate.
- E. At the express direction or assignment of the District and with teacher acceptance of assignment, teachers providing instruction to students outside normal working hours shall be paid, in addition to their regular salary, an amount equal to their regular salary times the fraction of the workday which is required of them outside the regular working day. This will not include extended contracts, zero/eighth periods, driver's training, or other nonclassroom instruction.
- F. The District will provide a running total of unused sick leave during the course of the year, and at least once each year will give each teacher an account of accumulated sick leave available to them.
- G. The District agrees to pay the employee's required contribution in accordance with ORS 238.200; and shall "pickup," assume and pay six percent (6%) employee contribution to the Public Employee Retirement Fund for the employee members then participating in the Public Employee Retirement System. Such "pickup" or payment of employee member monthly contributions to the system shall continue for the remainder of this Agreement.
- The full amount of required employee contributions "picked up" or paid by the District on behalf of employees pursuant to this Agreement shall be considered as "salary" within the meaning of ORS 238.005(2) for the purposes of computing an employee member's "final average salary" within the meaning of ORS 238.005(8) but shall not be considered as "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200. Such "picked-up" or paid employee contributions shall be credited to employee accounts pursuant to ORS 238.200(2) and shall be considered to be employee contributions for the purposes of ORS Chapters 238 and 238A.
- H. Payroll checks for employees' payable during summer vacation shall be issued to employees on or about the 25th day of June, July and August.
- I. Additional Compensation
1. Certified staff will be compensated \$50 per hour to cover an unfilled vacancy or if they are asked to cover a classroom of students in addition to their own. This compensation will be capped at \$100 a day.
- J. Extended contracts will be paid as follows on the basis of that position's salary, divided by 190 contract days. Student contact positions shall be based on employees' hourly rate. Student non-contact positions shall be paid by the state formula for substitute teachers of more than 10 days (1/190 of the base salary). The employees' hourly rate shall be based on an eight (8) hour day.

K. Curriculum Rate

1. Curriculum rate will be paid using the following formula:

$$\text{Base salary} / 190 / 8 \text{ hours} = X$$

$$\text{Top salary} / 190 / 8 \text{ hours} = Y$$

$$(X+Y) / 2 = \text{curriculum rate}$$

ARTICLE 12- TUITION REIMBURSEMENT

- A. The District will provide a sum of \$17,500.00 per year for tuition reimbursement. Tuition reimbursement will be paid at the actual tuition amount, not to exceed \$560.00 per credit. A maximum of eight (8) quarter credit hours may be taken during the school year by each teacher, to the extent that funds are available in the annual District contribution. Any semester credit hours will be converted to quarter hours for purposes of computation.

In order to be eligible for reimbursement, courses shall be graduate level or undergraduate level with prior approval from the Superintendent, and successfully completed with passing grades. Staff new to the District do not qualify for reimbursement until the first college term following employment.

Requests for reimbursement for classes not related to a staff member's current assignment must have prior approval of the Superintendent.

The District reserves the right to exceed this total at its discretion, and the exercise of such discretion shall not be subject to the Grievance Procedure.

In the event that the funds allocated for tuition reimbursement are exhausted prior to the end of the year, both the District and the Association agree to have a meeting to discuss the best course of action to address the needed funds.

The Superintendent will consider applications using the following criteria:

- a. First preference - District Requirements or Request
 - b. Second preference - State Certification
 - c. Third preference - Improve Educationally Relative to Specific Area of Assignment
- B. Regular part-time teachers shall have their tuition reimbursement prorated in accordance to their work schedule.
- C. The District will not provide tuition reimbursement for classes which are covered by other sources, such as scholarships, grants, etc.
- D. Reimbursement shall not be made for books, lab fees, technology fees, library fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses.
- E. The District will provide a tuition reimbursement form outlining procedures for application by the teacher. An official grade slip and receipt of payment shall be attached to the form.
- F. A teacher must remain employed with the District for at least one school year following reimbursement. A payback agreement may be issued when the amount reimbursed is \$2,250 or more.
- G. Teachers not returning to the District in September will not receive reimbursement for courses taken during the second semester or previous summer.
- H. Courses required in writing by the District shall be paid in full outside the monies budgeted for this fund.
- I. To receive District reimbursement, credits must be turned in by September 15th, January 15th, April 15th, and June 30th. No credits will be reimbursed that are received after June 30th.
- J. The District will also allow for reimbursement of the current TSPC fees incurred during the process of receiving any endorsement at district request.

ARTICLE 13- PERSONNEL FILES

- A. Subject to Section C. of this Article and except as required by law, the official files for all teachers are confidential and shall be kept in the District office.
- B. A teacher may make a written statement relating to any evaluation, reprimand, charge, action or any matter placed in the teacher's personnel file and such teacher's statement shall be placed in the personnel file. A copy of such letter shall be provided the immediate supervisor by the teacher. A copy of any item of an evaluative or disciplinary nature that is to be put into the personnel file shall be given to the teacher. The District will have the teacher sign the file copy to verify receipt of a copy. If the teacher refuses to sign, a copy of the document placed in the file shall be mailed via certified mail, restricted delivery, return receipt requested, to the teacher's last known address.
- C. The personnel file shall be open for inspection by the teacher but shall be open only to such other persons as are officially designated by the District School Board, or by the teacher, in accordance with such rules as the District School Board shall adopt. When a teacher's representative is authorized by the teacher in writing to review the personnel file, said staff member need not be in attendance. A teacher may request the Superintendent to mark as "stale" any documents that have remained in the personnel file for a minimum of three (3) years. If the Superintendent grants the request, the document(s) will not be used in any subsequent in-district disciplinary action. Teachers may make a request only once a year. The decision of the Superintendent is final and binding and not subject to the complaint or grievance procedure. If an outside source requests a personnel file in which "stale" items exist, at the teacher's request, the District may supply a statement that verifies that there have been no ongoing problems with the particular incident.
- D. Subject to the requirements of law, items mutually agreed upon by the principal, Superintendent, and teacher may be removed.
- E. A teacher may appeal to the District School Board for removal of any item from his/her personnel file. The provisions of this paragraph may only be grieved to the District School Board whose decision shall be final and binding upon the parties. And, it is agreed that the Employment Relations Board or arbitrator shall have no jurisdiction over any matter covered by this paragraph.

ARTICLE 14- COUNCIL COMMUNICATIONS/FACILITIES

- A. Inter-school mail facilities may be used for distribution of Association communications so long as such communications are labeled as Association materials and contain the name of the authorizing Association official.
- B. Association materials may be distributed to the teachers within the immediate building at any time with the provision that this does not interfere with teaching responsibilities.
- C. Association members may make brief announcements at faculty meetings if time permits.

**ARTICLE 15- PAID LEAVE
SICK LEAVE**

Definitions:

Covered family members include the employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child, same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law, same-gender domestic partner's parent, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis* relationship.

*Persons "in loco parentis" are those with day-to-day responsibilities to care for or financially support a child, or who had such responsibility for the employee when the employee was a child.

Family shall be defined as teacher's (or spouse/partner) mother, father, spouse, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law and anyone who lives in the household.

- A. "Sick leave" means absence from duty because of a licensed member of the bargaining agreement or family member's illness or injury.
- B. In accordance with ORS 332.507, the District shall allow each teacher 10 days of sick leave at full pay for each school year. Sick leave not taken during a given year shall be cumulative with an unlimited number of days.
- C. The District will provide a running total of unused sick leave during the course of the year, and at least once each year will give each teacher an account of accumulated sick leave available to them.
- D. When a teacher will be absent, due to personal illness or injury, they shall give notice to the principal. If the absence is for consecutive days, the principal shall be notified of the probable date of return. The Superintendent may require a physician's written verification when sick leave exceeds five (5) consecutive workdays.
- E. If an employee is injured or assaulted during the work day or while performing district related responsibilities, is unable to work for more than three days by medical certification, and workers' compensation has approved the claim, the first three (3) days of the compensable time loss will not be charged to personal accrued sick leave and instead the District will provide additional paid leave to cover the loss of time.
 - 1. You may be paid for lost wages for the first three calendar days if you are off work for fourteen (14) consecutive days or hospitalized overnight. Should this be the case, the three (3) days paid by the District shall be reimbursed to the District via payroll deductions.
- F. A teacher returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the District or furnish a medical doctor's certificate of good health prior to returning to work in order to safeguard the health of students and other employees.
- G. If, at the beginning of a school year, a teacher, previously employed for at least one year, is ill and unable to resume his teaching duties, and such teacher has unused accumulated sick leave days at the end of the prior school year, they will be allowed to use such previously-accumulated sick leave days while they remain ill and unable to work. Such teacher shall not be credited with additional sick leave days until they have returned full time to their teaching duties.
- H. Upon termination of employment, all accumulated sick leave benefits shall be eligible for transfer in accordance with ORS 332.507.
- I. A voluntary sick leave transfer can be established for employees.
 - 1. Members of the bargaining unit may voluntarily donate a maximum of sixteen (16) hours of sick leave to another member of the bargaining unit in a contract year. For each year of the contract, there shall be a maximum of 320 hours of sick leave which may be transferred.

2. The recipient of donated sick leave must have used all of their accumulated sick leave and may not be drawing Workman's Compensation at the time of transfer.
3. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement shall be subject to discipline up to and including dismissal.

EXTREME ILLNESS LEAVE

- A. Leave with full pay shall be allowed up to a maximum of three (3) days, noncumulative, (during any school year), for extreme illness in the family requiring the teacher's attention. Additional days may be considered and approved by the Superintendent. Days exceeding the maximum without approval of the Superintendent shall be deducted from the employee's salary at 1/190th of annual salary, or one day's salary.

BEREAVEMENT LEAVE

- A. Up to five days leave with pay may be authorized by the District in event of death of any member of the family, other relative living in the same household or other person approved by the Superintendent.

Additional paid days, per event, may be considered and approved by the Superintendent.

PROFESSIONAL LEAVE

- A. Leave with or without pay may be granted by the District for attending educational conferences or for other purposes related to the teacher's assignments, when prior approval is received from the Superintendent or designee.
- B. If attendance is required by the District on a contract day, it shall be with full pay and reimbursement for such expenses as have received prior approval from the Superintendent or designee.

JURY DUTY LEAVE

- A. An employee shall be granted leave with pay for service upon a jury; any compensation received for serving on a jury, minus expenses, shall be reported to the District and that compensation amount will be deducted from the employee's next paycheck. Upon being excused from jury service during any day, an employee shall immediately return to complete their assignment for the remainder of the work day.

WITNESS/APPEARANCE LEAVE

- A. Leave with pay shall be granted for an appearance before court, legislative committee, judicial body as a witness in response to a subpoena or other directive by proper authority in all matters other than those in which the teacher is a plaintiff or a defendant, except when the appearance is employment related. Any compensation received for serving as a witness, minus expenses, shall be reported to the district and that compensation amount will be deducted from the employee's next paycheck. (This provision does not apply in cases where the Council or the teacher is a complainant against the District).

EMERGENCY LEAVE

- A. The District may grant emergency leave upon receiving a written request from the teacher following such absence. A maximum of one (1) day will be granted for emergencies of a serious nature beyond the teacher's control which must be taken care of during regular working hours. The teacher shall seek advance approval if the circumstances permit. This leave is noncumulative.

- B. In requesting emergency leave the applicant will state in writing the general nature of the emergency and indicate why it couldn't be taken care of outside regular school hours. The written application shall be reviewed by the Superintendent, or designee, who will provide a written response. If not in agreement with the Superintendent's decision, the teacher may request in writing that the Board review the request.

PERSONAL LEAVE

- A. Twenty-four (24) hours (three (3) work days) of paid personal leave per year, noncumulative, will be allowed for each teacher. Notice to the teacher's principal or other immediate superior for personal leave (except in cases of emergency) shall be made at least 24 hours before taking such leave. Said notice shall not state the reason for taking such leave other than that it is being taken under this Article.

Such leave may be claimed in hourly increments. Employees working one-half (1/2) time or more, but less than full time shall receive one day of such leave. Unused hours will be purchased back by the District at the rate of \$18.75 per hour.

In addition to the twenty-four (24) hours (three (3) work days) of personal leave per year, employees who have worked in the District will be awarded an additional eight (8) hours of personal leave for ten (10) years of service they have worked in the District and an additional day for every five (5) years thereafter, capping at a maximum of forty (40) hours of personal leave.

ARTICLE 16- LEAVE WITHOUT PAY

PARENTAL LEAVE

- A. The District may allow leave of absence without pay for reasons of adoption or maternity.

MILITARY LEAVE

- A. Military leave shall be allowed in accordance with federal and state laws relating to such leave.

OTHER LEAVE

- A. The District may grant leaves of absence without pay or employee benefits, not to exceed one year, when in the District's judgment such leave would not seriously hamper the District operation. Partially unpaid time (with the substitute's salary deducted) will not be granted by the District.
- B. A written request for such leave will be reviewed by the District with a written reply submitted to the teacher.

COORDINATION OF LEAVE

- A. This agreement is not intended to add to nor reduce an employee's right to leave(s) pursuant to state and/or federal law.

ARTICLE 17- TEACHERS RIGHTS/JUST CAUSE

- A. No teacher shall be disciplined, reprimanded verbally or in writing, without just cause.
1. Reprimands shall be made privately and not in the presence of students, parents, teachers, or members of the community.
 2. The provisions of Section A may only be grieved to the District School Board whose decision shall be final and binding upon the parties.
- B. This Article shall not apply to:
1. the nonrenewal or dismissal of probationary teachers or,
 2. to the nonextension or dismissal of contract teachers;
such cases shall be governed solely and exclusively by the provisions of ORS 342.805, et seq.; such cases are not covered by the provisions of this collective bargaining agreement.
- C. All teachers new to the District will serve a three (3) year probationary period.
- D. Whenever a teacher is directed to meet with an administrator or other representative of the District regarding a matter which could result in:
1. disciplinary action,
 2. dismissal,
 3. nonrenewal,
 4. layoff,
 5. or nonextension of contract,
- ...the teacher shall be given a minimum of one day's prior written notice of the reason for such meeting and of the right to have a representative of the Council or legal counsel present during the meeting.
- E. If during a meeting with a parent or community member it appears to the teacher that complaints are being made that could result in the discipline of the teacher, that teacher has the right to ask for a witness to be present before continuing the meeting. The provisions of this paragraph may only be grieved to the District School Board whose decision shall be final and binding upon the parties.
- F. The personal life of a member is not a concern of the District unless it can be reasonably shown to have a negative effect on the performance of the duties and responsibilities to which the member is assigned.
- G. The teacher shall maintain the right and responsibility to determine grades and other evaluations of students and will be part of a team that evaluates students who have not met grade level requirements. The District shall consult with the teacher about any grade that the District decides to change. The District shall accept full legal responsibility for any such change.

ARTICLE 18- EXISTING CONDITIONS

- A. Only such existing and future work rules and benefits as are specifically covered by the terms of this Agreement shall be affected by recognition of the Council and execution of this Agreement.

ARTICLE 19- FUNDING

- A. Both parties recognize that revenue needed to fund the compensation provided by this Agreement must be approved through the established budget procedures and in certain circumstances by vote of the citizens, and thus, agree to make every effort to reach future Agreements prior to final approval of the Proposed Budget.

ARTICLE 20- INSURANCE

- A. District Contribution:
1. During the 2023-2024 school year, the District shall contribute a maximum of \$1550 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).
 2. During the 2024-2025 school year, the District shall contribute a maximum of \$1575 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).
 3. During the 2025-2026 school year, the District shall contribute a maximum of \$1600 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).
- B. Any change of plan(s) or carrier(s) shall be made by a committee of Sheridan School District teachers selected by the Sheridan Teachers' Association. The medical plans offered shall be provided within the limitations of a single carrier. Employees working one-half time or more, but less than full time shall receive prorated insurance benefits based on the composite unit rate. Employees working less than one-half time are not entitled to insurance benefits.
- C. All insurance coverages begin October 1st and are paid through September 30th, the anniversary dates. Employees leaving the District prior to the end of the school year shall have their insurance coverage cease at the end of the month following their departure. Part-time employees shall have the District's portion of the premium prorated. The benefit programs identified herein shall be provided only in accordance with the underwriting rules and regulations set forth by the carriers in the policies obtained by the policyholder.
- D. A teacher who leaves District employment may voluntarily notify the District when the teacher obtains a new job and is eligible for insurance coverage with a new employer. Following the teacher's notice, the District's obligation towards premium payments as provided herein shall cease on the first day coverage is provided by the new employer.
- E. Insurance coverages for domestic partners will be subject to the same limitations and conditions applicable to other employees. "Domestic partners" of an employee are eligible for coverage under the district insurance plans, if they meet the following criteria:
- Share a close personal relationship and are responsible for each other's common welfare;
 - Are each other's sole domestic partner for a minimum of 12 months prior to the enrollment date;
 - Are not married to anyone nor have had another domestic partner enrolled in the health plan within the prior 12 months;
 - Share the same regular and permanent residence, with the current intent to continue doing so indefinitely.
- F. Sheridan School District agrees that teachers eligible for medical/dental/vision benefits may choose to opt out of the group insurance program by notifying the District, in writing, of his/her desire to opt out, and by providing proof that the individual is covered by other medical insurance coverage.

Members who opt out of the group insurance will receive 50% of current monthly contribution minus any OEBB sure charge, up to \$100, toward a HRA for allowable medical costs. Upon terminating employment member will have ability to spend down funds that

have been placed in an account for qualifying expenditures until all funds have been expended. Upon death HRA funds will transfer to beneficiaries as per rules of HRA plan.

Sheridan School District agrees that teachers who participate in the Evergreen Plan with a combination of HSA will be given full current insurance contribution toward insurance plan with health savings account.

The number of teachers allowed to opt out shall be determined by the limits established in the medical plans to maintain group participation.

The opting out process must be completed prior to September 7th of each year.

G. Retirement:

1. Retired employees will be given the option to purchase insurance through the District carrier.

ARTICLE 21- SAVINGS CLAUSE

- A. If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected thereby, and upon the request of either the Board or the Council the parties shall enter into negotiations for the purpose of attempting to arrive at a mutually-satisfactory replacement for such provision.

ARTICLE 22- GRIEVANCE PROCEDURES

Section I Definitions

- A. "Grievance" shall mean a complaint by the Council, an employee, or a group of employees that there has been to him/her or them a violation or inequitable application of any provision of the Agreement or Board Policy.
- B. "Grievant" is the Council, person, or persons who has/have the grievance and is/are presenting the complaint, also referred to as the complainant.
- C. "Party in interest" is either the person or persons making the complaint or the person or persons against whom the complaint is made.
- D. "Consultant" is the one who advises either party in interest.
- E. "Representative" is the one who may speak for and/or advise a party in interest.
- F. "Immediate supervisor" is the one who has direct administrative or supervisory responsibilities over the grievant in the areas of grievance as stated in School Board policy.
- G. "Days" when used in this Article shall, except where otherwise indicated, mean working days.
- H. "Persons officially involved" means the Superintendent, his/her representative and/or consultant and witnesses, the grievant, his/her representative and/or consultants, and witnesses.
- I. "Council" means the organization representing the licensed personnel which has been selected by a majority vote of the respective employees.

Section II General Provisions

- A. These procedures should be processed as rapidly as possible; the number of days indicated for settlement or appeal at each level should be considered a maximum. Time limits will not be extended except by mutual written agreement of the parties involved at any level of the procedures.
- B. All parties should attempt to complete the procedures by the end of the school year. The parties shall make good faith effort to shorten the number of days provided at the various steps in order to finish by the end of the school year. However, the Council and the District both recognize the desirability of not processing grievances that do not require prompt resolution during the summer recess period. Accordingly, at the written request of either party, a grievance shall be held over until the following school year unless the other party submits a memorandum stating reasons why the grievance shall not be continued to the following school year.
- C. All parties in interest have a right to consultants or representatives of their own choosing at each level of these grievance procedures. Every effort should be made to resolve differences through informal activities before formal procedures are used.
- D. Failure at any level of this procedure by the grievant to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure at any level of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next level.
- E. All documents, communications and records of a grievance shall be written and will be filed in the School District Office separately from the personnel files. All documents, communications and records of a grievance shall be made available to all parties involved.
- F. Forms for processing grievances shall be prepared by the Superintendent or his/her designated representative in cooperation with the Council and will be printed and given appropriate distribution by the parties so as to facilitate operation of the grievance procedure.

- G. In the course of investigating any grievance, representatives of either party in interest who need to contact an employee, or student in school, will contact the principal/supervisor of the building being visited and will state the purpose of the visit immediately upon arrival.
- H. Every effort will be made by all parties to avoid the unnecessary involvement of students in the grievance procedure.
- I. Every effort will be made by all parties to avoid interruption of classroom and/or any other school-sponsored activities.
- J. All parties in interest will process grievances after the regular workday or at other times which do not interfere with assigned duties.
- K. Each grievance shall have to be initiated within twenty-one (21) days after the occurrence of the cause for the complaint; however, if the grievant did not become aware of the occurrence until a later date, then the grievant must initiate action within twenty-one (21) days following first knowledge or when the grievant should have known of the cause. The employee shall be considered to have no reasonable grievance in any event if the complaint has not been filed within one hundred twenty (120) days from the date of occurrence of the facts which give rise to the grievance. The employee may petition the superintendent to waive the 120 days requirement.
- L. The timelines contained in this grievance procedure shall be strictly enforced. In the event the grievant does not comply precisely with the stated timelines, the grievance shall be considered terminated
- M. There shall be no restraint, interference, discrimination, or reprisal exerted on any employee choosing to use these procedures for resolution of a grievance.

Section III Grievance Steps

Before the grievance is handled on a formal basis the grievant will discuss the grievance with the principal and/or Superintendent, either individually or accompanied by a representative, with the objective of resolving the matter informally. If the grievant is not satisfied with the disposition of the informal grievance, the grievant may proceed through the various levels of grievance.

- A. Step I Immediate Supervisor
 - 1. The grievant shall refer the grievance to his/her immediate supervisor within the timelines set forth above. The grievance shall be in writing and state the specific provisions of the Agreement in dispute and the remedy requested. The response of the immediate supervisor shall be due five (5) days after the grievance has been submitted.
- B. Step II Superintendent
 - 1. If the grievance has not been settled, it may be presented to the Superintendent within five (5) days after the response of the immediate supervisor is due. The response of the Superintendent shall be due five (5) days after the grievance has been submitted.
- C. Step III School Board
 - 1. If the grievance has not been settled, it may be presented to the Board of Directors within twenty (20) days after the response of the immediate supervisor is due. The response of the Board shall be due ten (10) days after the grievance has been submitted.
- D. Step IV Arbitration
 - 1. If the grievance has not been settled, only the Council and not the employee, may, within ten (10) days after the response of the Board of Directors is due, serve notice of its intent to arbitrate the grievance. Such notice shall be in writing and delivered to the Superintendent.
 - 2. After the Council has indicated its desire to take a grievance to arbitration, the Council shall request the Employment Relations Board to submit a list of the names of five (5) arbitrators

to the parties. The parties shall select an arbitrator from the list by such method as they may jointly elect, or if they are unable to agree upon such method, then by the method of alternate striking of names under which the party that is to strike first shall be determined by lot.

Nothing in this section shall prohibit the parties from agreeing upon a permanent arbitrator or permanent list. The arbitrator's decision shall be final and binding, but he/she shall have no power to alter, modify, add to, or detract from the terms of the Agreement. His decision shall be within the scope and terms of the Agreement and in writing. The arbitrator's remedy shall be limited in retroactivity to a period not exceeding one hundred twenty (120) days prior to his award.

3. The arbitrator's fee and expenses shall be shared equally between parties. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.
4. Arbitration does not apply to violation or inequitable application of board policy.

ARTICLE 23- COMPLAINT PROCEDURE

Any written complaint regarding a teacher's responsibilities made to any member of the administration by any parent, or other person shall, within five (5) school days, be initiated according to the procedure outlined below:

1. Meeting with the Superintendent and/or Principal. The Administrator receiving the complaint and/or the Superintendent shall meet with the teacher to apprise the teacher of the full nature of the complaint, and they shall attempt to resolve the matter informally. The District will provide the name of complainant, date of complaint, and any written information to the teacher. Complaint procedures will remain informal vs. legal and formal.
2. Right to Representation. The teacher shall have the right to be represented at any meetings or conferences regarding any complaint at which the teacher is in attendance.
3. Procedure:

Step One: Any written complaint will be reviewed by the pertinent administrator(s) in an attempt to resolve the matter to the satisfaction of all parties concerned.

Step Two: If the superintendent and/or principal are unable to resolve a complaint to the satisfaction of the teacher, the results of the investigation, along with administrator recommendation, shall be forwarded in writing to the Board with a copy to the teacher.

Step Three: After receipt of the findings and recommendations of the Superintendent, and before action thereon, the Board shall afford the parties the opportunity to meet with the Board and show cause why the recommendations of the Superintendent should not be followed. Copies of the final action by the Board shall be forwarded to the teacher. Consistent with ensuring personal confidentiality to the teacher, the Board may communicate its final action to the complainant as appropriate.

ARTICLE 24- TWENTY-FIRST CENTURY SCHOOL COUNCILS

- A. 21 Century Schools Councils shall operate in accordance with ORS 329.704. No School Council shall be required to perform tasks other than what the law provides.
- B. Each School Council shall have secret ballot elections in which all bargaining unit members are eligible to participate (teacher positions). There shall be staggered terms for positions. Also, Councils shall determine a selection process and a term office for the chairperson.
- C. Site Council activities will not occur during any student contact time, unless approved by the District Superintendent.
- D. Participation or lack of participation in School Site Councils shall not be considered a subject for any evaluation, discipline, or dismissal action. Participation in the Council shall be voluntary.
- E. Site Councils shall not violate the provisions of the contract at any time.

ARTICLE25- CONTINUING PROFESSIONAL DEVELOPMENT

The Board recognizes the need to collaborate with the Council to design professional learning opportunities for licensed staff. The District will establish a committee made up of licensed staff and administrators that will plan and create professional learning opportunities in order to enhance professional performance, promote achievement of high standards for all students and align with District goals for continuous improvement.

ARTICLE26- TERM OF AGREEMENT

- A. This Agreement shall be in full force and effect upon ratification through June 30, 2023. Retroactive payment shall be made no later than thirty (30) days following the date of signing.
- 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 the right and opportunity are set forth in the Agreement. Therefore, the Board and the Council, 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 other 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 Board's direction and control.
- C. The Council shall, not later than March 30th of the final year of the contract, give the District its notice of intention to open negotiations for a successor agreement.

Signed this 18th day of June, 2025

Board Chairperson

STA Representative

Superintendent

APPENDIX A

EXTRA DUTY COMPENSATION

Extra Duty contracts will be designated as one of four categories: Leader 1, Leader 2, Leader 3, or Advisor. When a new position is needed, the District agrees to negotiate the designation of a position with the Council. Chart includes examples of specific designations.

Leader 1

This designation includes any positions that require the supervision of staff or high school students for a season, semester, or year. These positions may include:

- Data collection and analysis,
- Managing a budget,
- Regularly informing colleagues and administrators,
- Developing plans for improvement.

Aside from varsity head coach, these are typically year long positions.

Leader 2

This designation includes any assistant varsity coach, MS head coach, or any position that supports a Leader 1 or administrator. This category may include a Leader 2 position that is paid by season or semester. This category does not include any single season varsity head coaches.

Leader 3

This designation includes any MS assistant coach.

Advisor

This designation includes any position that acts as an advisor of a student or staff run activity.

Other Provisions:

National Board Certification - \$1,500 stipend

Dance or bus chaperones, ticket sellers, crowd control, or other event duty shall be paid \$25 per event. A maximum of three hours will constitute an event. These events will not be assigned but teachers shall have first choice of taking assignments. Events lasting over three hours shall be paid \$10 per hour. Time served shall be paid in hourly increments, with fractions of hours rounded up to the next hour.

Teachers serving as supervisors of elementary concerts shall be paid \$25 per concert

EXTRA DUTY SALARY SCHEDULE

Leader 1	Leader 2	Leader 3	Advisor
1	2	3	4
Head HS Coach	HS Assistant/JV Coach MS Head Coach	MS Assistant Coaches	Club Advisor
FFA	Leadership/ Student Activities Coordinator	Drama	Yearbook
Teacher Leader		Music – Vocal, Pep Band, Instrumental	
AVID Elective Teacher			
Teacher Mentor			
Special Education Case Management			
TAG Coordinator			

INDEX PERCENTAGE

	1	2	3	4
BA 1	9.5%	7.2%	5.6%	3.3%
BA 1	9.9%	7.4%	5.8%	3.4%
BA 1	10.3%	7.6%	6%	3.5%
MA 1	10.7%	7.9%	6.2%	3.6%
MA 1	11.1%	8.2%	6.4%	3.7%

MA 3	MS Athletic Director	12%
MA 5	HS Athletic Director	12%

APPENDIX B

SHERIDAN SCHOOL DISTRICT 48J

INDEX

Step	BA	BA+ 24	BA + 45	BA+ 60/MA	BA + 84/ MA + 24	MA + 45
1	1.00000	1.04000	1.08160	1.12486	1.16986	1.21665
2	1.03000	1.07120	1.11405	1.15861	1.20495	1.25315
3	1.06090	1.10334	1.14747	1.19337	1.24110	1.29075
4	1.09273	1.13644	1.18189	1.22917	1.27834	1.32947
5	1.12551	1.17053	1.21735	1.26604	1.31669	1.36935
6	1.15927	1.20565	1.25387	1.30403	1.35619	1.41043
7	1.19405	1.24181	1.29149	1.34315	1.39687	1.45275
8	1.22987	1.27907	1.33023	1.38344	1.43878	1.49633
9	1.26677	1.31744	1.37014	1.42494	1.48194	1.54122
10	1.30477	1.35696	1.41124	1.46769	1.52640	1.58746
11	1.34392	1.39767	1.45358	1.51172	1.57219	1.63508
12	1.38423	1.43960	1.49719	1.55707	1.61936	1.68413
13	1.42576	1.48279	1.54210	1.60379	1.66794	1.73466
14		1.52728	1.58837	1.65190	1.71798	1.78670
15		1.57309	1.63602	1.70146	1.76952	1.84030
16			1.68510	1.75250	1.82260	1.89551
17			1.73565	1.80508	1.87728	1.95237

APPENDIX C

SHERIDAN SCHOOL DISTRICT 48J

2023-2024 Salary Schedule

5.5% Increase Over 2022-2023

Step	BA	BA + 24	BA + 45	BA + 60/MA	BA + 84/ MA + 24	MA + 45
1	45,830	47,663	49,570	51,553	53,615	55,760
2	47,205	49,093	51,057	53,099	55,223	57,432
3	48,621	50,566	52,589	54,692	56,880	59,155
4	50,080	52,083	54,166	56,333	58,586	60,930
5	51,582	53,646	55,791	58,023	60,344	62,758
6	53,130	55,255	57,465	59,764	62,154	64,641
7	54,724	56,913	59,189	61,557	64,019	66,580
8	56,365	58,620	60,965	63,403	65,940	68,577
9	58,056	60,379	62,794	65,306	67,918	70,634
10	59,798	62,190	64,678	67,265	69,955	72,754
11	61,592	64,056	66,618	69,283	72,054	74,936
12	63,440	65,977	68,616	71,361	74,216	77,184
13	65,343	67,957	70,675	73,502	76,442	79,500
14		69,995	72,795	75,707	78,735	81,885
15		72,095	74,979	77,978	81,097	84,341
16			77,228	80,318	83,530	86,872
17			79,545	82,727	86,036	89,478
Longevity	67,140	74,078	81,733	85,002	88,402	91,938

APPENDIX D

SHERIDAN SCHOOL DISTRICT 48J

2024-2025 Salary Schedule

5.5% Increase Over 2023-2024

Step	BA	BA + 24	BA + 45	BA + 60/MA	BA + 84/ MA + 24	MA + 45
1	48,351	50,285	52,296	54,388	56,564	58,826
2	49,801	51,794	53,865	56,020	58,261	60,591
3	51,295	53,347	55,481	57,700	60,008	62,409
4	52,834	54,948	57,146	59,431	61,809	64,281
5	54,419	56,596	58,860	61,214	63,663	66,210
6	56,052	58,294	60,626	63,051	65,573	68,196
7	57,734	60,043	62,445	64,942	67,540	70,242
8	59,466	61,844	64,318	66,891	69,566	72,349
9	61,249	63,699	66,247	68,897	71,653	74,519
10	63,087	65,610	68,235	70,964	73,803	76,755
11	64,980	67,579	70,282	73,093	76,017	79,058
12	66,929	69,606	72,390	75,286	78,297	81,429
13	68,937	71,694	74,562	77,545	80,646	83,872
14		73,845	76,799	79,871	83,066	86,388
15		76,061	79,103	82,267	85,558	88,980
16			81,476	84,735	88,124	91,649
17			83,920	87,277	90,768	94,399
Longevity	70,833	78,152	86,228	89,677	93,264	96,995

APPENDIX E

SALARY SCHEDULE						
2025-26						
3.5% Increase over 2024-25						
	BA	BA + 24	BA + 45	BA + 60/MA	BA + 84/ MA + 24	MA + 45
Step	1	2	3	4	5	6
1	50,044	52,046	54,128	56,293	58,545	60,887
2	51,545	53,607	55,752	57,982	60,301	62,714
3	53,091	55,215	57,425	59,721	62,110	64,595
4	54,684	56,871	59,148	61,513	63,973	66,533
5	56,325	58,577	60,922	63,358	65,892	68,529
6	58,015	60,334	62,750	65,259	67,869	70,585
7	59,755	62,145	64,633	67,217	69,905	72,703
8	61,548	64,009	66,572	69,234	72,002	74,884
9	63,394	65,929	68,568	71,311	74,162	77,130
10	65,296	67,907	70,625	73,450	76,387	79,444
11	67,255	69,944	72,744	75,654	78,679	81,827
12	69,273	72,042	74,926	77,924	81,039	84,282
13	71,351	74,203	77,174	80,262	83,470	86,810
14		76,430	79,489	82,670	85,974	89,414
15		78,723	81,874	85,150	88,553	92,096
16			84,330	87,704	91,210	94,859
17			86,860	90,335	93,946	97,705
LONGEVITY	72,073	79,520	87,737	91,246	94,896	98,692

EXTRA DUTY				
STEP	LEADER 1	LEADER 2	LEADER 3	ADVISOR
1	4,754	3,603	2,802	1,651
2	4,954	3,703	2,903	1,701
3	5,155	3,803	3,003	1,752
4	6,023	4,391	3,490	2,027
5	6,249	4,503	3,603	2,083

	MS Athletic Director	7,167
	HS Athletic Director	7,603

**Memorandum of Understanding
Between Sheridan School District and the Sheridan Teachers Association
Modified Four Day Week**

This agreement will remain in effect for the 2023-24 and 2024-25 contract years. Both parties agree to review the MOU at the end of the 2023-24 school year.

ARTICLE 6- ASSIGNMENTS AND TRANSFERS

A. Grade, subject and activity assignments shall be made by the District. Teachers shall be notified in writing of any change in such assignments no later than July 15th prior to the beginning of the new school year, or prior to November 1st for any change of assignment at the conclusion of fall semester. Any change in assignment made by the District after July 15th or November 1st respectively, shall allow the reassigned staff member(s) *17 hours* to prepare for such reassignment after July 15th or November 1st of that given year.

ARTICLE 9- WORKING CONDITIONS

A. Normal building hours for teachers shall be 8 hours during inservice days, 8.5 hours during student contact days, and 6 hours on Fridays. Included in the building hours is a thirty (30) minute continuous, duty-free lunch period, during which the teacher may leave the building. The starting times and dismissal times, which may vary from school to school, shall be determined by the Board.

B. The weeks of January 15, February 19 and May 27, Monday is a holiday and therefore students will attend on Friday of that week. Teachers will work 8.5 hours Tuesday - Friday of those designated weeks.

G. Within the 190 day contract year there shall be provided:

- A four (4) day fall inservice with a minimum of one and one half (1.5) days free of meetings or other scheduled activities.
- 8 hours (with at least six consecutive hours) at the end of each progress and grading period.
- One and one half (1.5) work days for classroom closure at the end of the year.
- If progress reports/conferences are required, building administrators will attempt to arrange time in the schedule for teachers to complete them.

N. Special Education licensed employees may request release time and/or curriculum rate to complete assigned caseload paperwork of up to 34 hours of release time; or up to 24 hours curriculum rate; or a combination of the above two (2) options provided the combination does not exceed the cost of 24 hours curriculum rate. Special education licensed employees shall be granted flexibility in determining what days and hours will be used for the completion of caseload paperwork with approval from the supervisor.

P. The District will provide reimbursement for class fees and required materials associated with classes (such as CPR/First Aid) that the District requires a member to take. Time to complete all

mandatory online training shall be provided on district time and during the normal eight (8) hour inservice days.

ARTICLE 11- COMPENSATION

J. Extended contracts will be paid as follows on the basis of that position's salary, divided by 190 contract days. Student contact positions shall be based on employees' hourly rate. Student noncontact positions shall be paid by the state formula for substitute teachers of more than 10 days (1/190 of the base salary). The employees' hourly rate shall be based on an eight (8) hour day.

ARTICLE 15- PAID LEAVE

SICK LEAVE

B. In accordance with ORS 332.507, the District shall allow each teacher 85 hours of sick leave at full pay for each school year. Sick leave not taken during a given year shall be cumulative with an unlimited number of days.

EXTREME ILLNESS LEAVE

A. Leave with full pay shall be allowed up to a maximum of three (3) days or up to 25.5 hours, noncumulative, (during any school year), for extreme illness in the family requiring the teacher's attention. Additional days may be considered and approved by the Superintendent. Days exceeding the maximum without approval of the Superintendent shall be deducted from the employee's salary at 1/190th of annual salary, or one day's salary.

BEREAVEMENT LEAVE

A. Up to five days, or up to 42.5 hours, leave with pay may be authorized by the District in event of death of any member of the family, other relative living in the same household or other person approved by the Superintendent. Additional paid days, per event, may be considered and approved by the Superintendent.

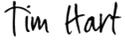
EMERGENCY LEAVE

A. The District may grant emergency leave upon receiving a written request from the teacher following such absence. A maximum of one (1) day, or up to 8.5 hours, will be granted for emergencies of a serious nature beyond the teacher's control which must be taken care of during regular working hours. The teacher shall seek advance approval if the circumstances permit. This leave is noncumulative.

PERSONAL LEAVE

A. Twenty-five and one half (25.5) hours of paid personal leave per year, noncumulative, will be allowed for each teacher. Notice to the teacher's principal or other immediate superior for personal leave (except in cases of emergency) shall be made at least 24 hours before taking such leave. Said notice shall not state the reason for taking such leave other than that it is being taken under this Article. Such leave may be claimed in hourly increments. Employees working one-half (1/2) time or more, but less than full time shall receive one day of such leave. Unused hours will be purchased back by the District at the rate of \$18.75 per hour. In addition to the

twenty-five and one half (25.5) hours of personal leave per year, employees who have worked in the District will be awarded an additional eight (8.5) hours of personal leave for ten (10) years of service they have worked in the District and an additional day for every five (5) years thereafter, capping at a maximum of forty (42.5) hours of personal leave.

DocuSigned by:

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Tim Hart
President
Sheridan Teachers Association

11/6/2023
Date

DocuSigned by:

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Dorie Vickery
Superintendent
Sheridan School District 48J

11/6/2023
Date

ARTICLE 11 -- COMPENSATION

- A. Salary and extra duty schedules for 2023-2024 and 2024-2025 are included as Appendices A and B and C and D.

1. Appendix A – Extra Duty schedule.

Appendix B – index.

Appendix C – reflects the index with the previous base salary increased by 5.5% for 2023-2024.

Appendix D – reflects the index with the previous base salary increased by 5.5% for 2024-2025.

Appendix E – reflects the index with the previous base salary increased by 3.5% for 2025-2026.

Longevity: Employees who no longer receive a step increase will be moved to a longevity step

Matrix Formula: 3% increase between steps and 4% increase between columns, to compound exponentially. Longevity step: Calculated annually based on the last step in the column time $\frac{1}{2}$ of the fiscal year salary schedule increase, or 1.75%, whichever is higher.

2. This Agreement is entered into and based upon assumptions about the amount of revenue to be received by the District in the 2023-2025 biennium and is based upon a statewide \$10.2 billion education budget.

If this budget amount is reversed by referendum or action of the executive branch, or if there is any other unexpected and substantial revenue shortfall that affects the District's ability to fund the economic provisions of this Agreement, either party may elect to reopen this Agreement for further negotiations. If this Agreement is reopened, notice will be given in writing and bargaining will begin within no more than fourteen (14) days. Negotiations for this reopening shall be conducted pursuant to ORS 243.698, but the negotiations period will be limited to ninety (90) days unless the parties mutually agree to a longer period of negotiations.

- B. Movement of the salary schedule by current employees.

1. If a teacher completed the necessary credits for advancement to a higher educational level of the salary schedule, an adjustment in placement on the schedule, to be effective in the subsequent school year, will be made only if the teacher notifies the Superintendent prior to September 15th with proper verification, including temporary verification as outlined in Section B.4 below, as required by the District.
2. When moving from one column to another, those employees at the maximum level of the previous column shall be allowed one vertical increment in the new column, unless otherwise limited by the term of this Agreement.
3. For course work to count toward horizontal movement across the salary schedule, the course work must:
- a. Be graduate courses related to the teacher's current teaching position or licensure or, when approved in advance, undergraduate credits which are part of an additional endorsement program and/or are related to the teacher's current teaching position.

- b. Have been successfully completed as evidenced by a Pass or a grade of C or better.
 - 4. Temporary verification of successful completion of the course work will be accepted by the District when a professor/instructor supplies a written statement indicating the grade to be received. Proper verification shall be an official transcript sent by the institution to the District.
- C. Initial Placement on the salary schedule for new employees:
 - 1. Horizontal Placement**

New teachers will be granted credit on the salary schedule for course work as follows:

 - a. Course work must be graduate courses related to the teaching position that the teacher was hired to fill and earned after the degree or preparation which led to the initial licensure required for employment.
 - b. Undergraduate credits which are part of an additional endorsement program and are not courses which are general education and/or part of a program that led to initial licensure.
 - 2. Vertical Placement**

Vertical placement on the salary schedule will be based on one step for each verified year of teaching experience in state or federally accredited school(s).
- D. Teachers assigned to different buildings for teaching assignments shall be reimbursed for mileage at the District rate.
- E. At the express direction or assignment of the District and with teacher acceptance of assignment, teachers providing instruction to students outside normal working hours shall be paid, in addition to their regular salary, an amount equal to their regular salary times the fraction of the workday which is required of them outside the regular working day. This will not include extended contracts, zero/eighth periods, driver's training, or other non-classroom instruction.
- F. The District will provide a running total of unused sick leave during the course of the year, and at least once each year will give each teacher an account of accumulated sick leave available to them.
- G. The District agrees to pay the employee's required contribution in accordance with ORS 238.200; and shall "pickup," assume and pay six percent (6%) employee contribution to the Public Employee Retirement Fund for the employee members then participating in the Public Employee Retirement System. Such "pickup" or payment of employee member monthly contributions to the system shall continue for the remainder of this Agreement.

The full amount of required employee contributions "picked up" or paid by the District on behalf of employees pursuant to this Agreement shall be considered as "salary" within the meaning of ORS 238.005(2) for the purposes of computing an employee member's "final average salary" within the meaning of ORS 238.005(8) but shall not be considered as "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200. Such "picked-up" or paid employee contributions shall be credited to employee accounts pursuant to ORS

238.200(2) and shall be considered to be employee contributions for the purposes of ORS Chapters 238 and 238A.

H. Payroll checks for employees' payable during summer vacation shall be issued to employees on or about the 25th day of June, July and August.

I. **Additional Compensation**

1. Certified staff will be compensated \$50 per hour to cover an unfilled vacancy or if they are asked to cover a classroom of students in addition to their own. This compensation will be capped at \$100 a day.

J. Extended contracts will be paid as follows on the basis of that position's salary, divided by 190 contract days. Student contact positions shall be based on employees' hourly rate. Student noncontact positions shall be paid by the state formula for substitute teachers of more than 10 days (1/190 of the base salary). The employees' hourly rate shall be based on an eight (8) hour day.

K. **Curriculum Rate**

1. Curriculum rate will be paid using the following formula:

Base salary / 190 / 8 hours = X

Top salary / 190 / 8 hours = Y

$(X+Y) / 2 =$ curriculum rate

ARTICLE 20 -- INSURANCE

A. District Contribution:

1. During the 2023-2024 school year, the District shall contribute a maximum of \$1550 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).
2. During the 2024-2025 school year, the District shall contribute a maximum of \$1575 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).
3. During the 2025-2026 school year, the District shall contribute a maximum of \$1600 per month per employee toward District-sponsored full family medical, vision and dental insurance premiums. Any premium costs above this maximum amount shall be paid by the members via payroll deduction using a flexible spending account (IRS 125 plan).

B. Any change of plan(s) or carrier(s) shall be made by a committee of Sheridan School District teachers selected by the Sheridan Teachers' Association. The medical plans offered shall be provided within the limitations of a single carrier. Employees working one-half time or more, but less than full time shall receive prorated insurance benefits based on the composite unit rate. Employees working less than one-half time are not entitled to insurance benefits.

C. All insurance coverages begin October 1st and are paid through September 30th, the anniversary dates. Employees leaving the District prior to the end of the school year shall have their insurance coverage cease at the end of the month following their departure. Part-time employees shall have the District's portion of the premium prorated. The benefit programs identified herein shall be provided only in accordance with the underwriting rules and regulations set forth by the carriers in the policies obtained by the policyholder.

D. A teacher who leaves District employment may voluntarily notify the District when the teacher obtains a new job and is eligible for insurance coverage with a new employer. Following the teacher's notice, the District's obligation towards premium payments as provided herein shall cease on the first day coverage is provided by the new employer.

E. Insurance coverages for domestic partners will be subject to the same limitations and conditions applicable to other employees. "Domestic partners" of an employee are eligible for coverage under the district insurance plans, if they meet the following criteria:

Share a close personal relationship and are responsible for each other's common welfare;

Are each other's sole domestic partner for a minimum of 12 months prior to the enrollment date;

Are not married to anyone nor have had another domestic partner enrolled in the health plan within the prior 12 months;

Share the same regular and permanent residence, with the current intent to continue doing so indefinitely.

- F. Sheridan School District agrees that teachers eligible for medical/dental/vision benefits may choose to opt out of the group insurance program by notifying the District, in writing, of his/her desire to opt out, and by providing proof that the individual is covered by other medical insurance coverage.

Members who opt out of the group insurance will receive 50% of current monthly contribution minus any OEBC sure charge, up to \$100, toward a HRA for allowable medical costs. Upon terminating employment member will have ability to spend down funds that have been placed in an account for qualifying expenditures until all funds have been expended. Upon death HRA funds will transfer to beneficiaries as per rules of HRA plan.

Sheridan School District agrees that teachers who participate in the Evergreen Plan with a combination of HSA will be given full current insurance contribution toward insurance plan with health savings account.

The number of teachers allowed to opt out shall be determined by the limits established in the medical plans to maintain group participation. The opting out process must be completed prior to September 7th of each year.

- G. Retirement:

- 1. Retired employees will be given the option to purchase insurance through the District carrier.

SALARY SCHEDULE						
2025-26						
3.5% Increase over 2024-25						
	BA	BA + 24	BA + 45	BA + 60/MA	BA + 84/ MA + 24	MA + 45
Step	1	2	3	4	5	6
1	50,044	52,046	54,128	56,293	58,545	60,887
2	51,545	53,607	55,752	57,982	60,301	62,714
3	53,091	55,215	57,425	59,721	62,110	64,595
4	54,684	56,871	59,148	61,513	63,973	66,533
5	56,325	58,577	60,922	63,358	65,892	68,529
6	58,015	60,334	62,750	65,259	67,869	70,585
7	59,755	62,145	64,633	67,217	69,905	72,703
8	61,548	64,009	66,572	69,234	72,002	74,884
9	63,394	65,929	68,568	71,311	74,162	77,130
10	65,296	67,907	70,625	73,450	76,387	79,444
11	67,255	69,944	72,744	75,654	78,679	81,827
12	69,273	72,042	74,926	77,924	81,039	84,282
13	71,351	74,203	77,174	80,262	83,470	86,810
14		76,430	79,489	82,670	85,974	89,414
15		78,723	81,874	85,150	88,553	92,096
16			84,330	87,704	91,210	94,859
17			86,860	90,335	93,946	97,705
LONGEVITY	72,073	79,520	87,737	91,246	94,896	98,692

EXTRA DUTY				
STEP	LEADER 1	LEADER 2	LEADER 3	ADVISOR
1	4,754	3,603	2,802	1,651
2	4,954	3,703	2,903	1,701
3	5,155	3,803	3,003	1,752
4	6,023	4,391	3,490	2,027
5	6,249	4,503	3,603	2,083
	MS Athletic Director		7,167	
	HS Athletic Director		7,603	

RESOLUTION NO. 25-10

A RESOLUTION OF SHERIDAN SCHOOL DISTRICT NO. 48J, YAMHILL AND POLK COUNTIES, OREGON AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS AND DETERMINATION OF ELECTION RESULTS.

SECTION 1. FINDINGS

The Board of Directors (the “Board”) of Sheridan School District No. 48J, located in Yamhill and Polk Counties, Oregon a common school district of the State of Oregon (the “District”) finds:

a. The District is authorized pursuant to the Oregon Revised Statutes (“ORS”) Chapter 287A, ORS Section 328.205 and the Oregon Constitution to issue general obligation bonds to finance capital costs; and

b. The District adopted a resolution authorizing submission to the voters of the District a measure with the question of authorizing general obligation bonds to finance capital costs as set forth in the measure (the “Projects”); and

c. The District has been provided with an abstract of votes of the qualified voters of the District at the May 20, 2025 election regarding the issuance of District general obligation bonds for Yamhill and Polk Counties, Oregon; and

d. The District now finds it desirable to authorize issuance of those general obligation bonds.

SECTION 2. BONDS AUTHORIZED

The District hereby authorizes the issuance of general obligation bonds (the “Bonds”) in an aggregate principal amount not to exceed \$6,000,000 to finance the Projects.

SECTION 3. DESIGNATION OF AUTHORIZED REPRESENTATIVES

The Board designates the Chair, Superintendent, Business Manager, or a designee of any of those officers (each an “Authorized Representative”) to act on behalf of the District as specified in Section 5 hereof.

SECTION 4. SECURITY

Pursuant to ORS Section 287A.315, the District hereby pledges its full faith and credit and taxing power to pay the Bonds. The District hereby covenants for the benefit of the Owners to levy annually, as necessary, a direct ad valorem tax upon all of the taxable property within the District which is sufficient, after taking into consideration discounts taken and delinquencies that may occur in the payment of such taxes and other legally available amounts, to pay all Bond principal and interest when due. This tax shall be in addition to all other taxes of the District, and this tax shall not be limited in rate, amount or otherwise, by Sections 11 or 11b of Article XI of the Oregon Constitution.

SECTION 5. DELEGATION FOR ESTABLISHMENT OF TERMS AND SALE OF THE BONDS

The Authorized Representative is hereby authorized, on behalf of the District without further action of the Board (and such actions of the Authorized Representative, if taken prior to the adoption of this resolution, are hereby affirmed and authorized), to:

- a. Issue the Bonds in one or more series which may be sold at different times.
- b. Participate in the preparation of and authorize the distribution of the preliminary and final official statements and any other disclosure documents for each series of the Bonds.
- c. Establish the final principal amounts, maturity schedules, interest rates, terms of redemption, and other terms for each series of the Bonds.
- d. Negotiate the terms under which each series of Bonds shall be sold, enter into a bond purchase agreement for the sale of each series of Bonds which incorporates those terms, and execute and deliver such bond purchase agreement with Piper Sandler & Co. for a public sale or with another lender for a private sale.
- e. Enter into covenants regarding the use of the proceeds of the Bonds and the Projects.
- f. Undertake to provide continuing disclosure for each series of the Bonds in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
- g. If applicable, take all action and execute all documents necessary to obtain a grant under the Oregon Department of Education's Oregon School Capital Improvement Matching Program.
- h. Apply for ratings for each series of Bonds.
- i. Determine whether to purchase municipal bond insurance or other credit enhancement, including the Oregon School Bond Guaranty Program, for each series of Bonds and enter into related documents.
- j. Appoint service providers for each series of Bonds and enter into agreements with those service providers.
- k. Determine whether each series of Bonds will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, or is includable in gross income under that code. If a series bears interest that is excludable from gross income under that code, the Authorized Representative may enter into covenants to maintain the excludability of interest on that series of the Bonds from gross income.
- l. Make any clarifying changes to this Resolution or additional covenants not inconsistent with this Resolution.
- m. Execute any documents and take any other action in connection with each series of Bonds which the Authorized Representative finds will be advantageous to the District.

SECTION 6. DEFAULT AND REMEDIES

The occurrence of one or more of the following shall constitute an Event of Default under this Resolution and the Bonds:

- a. Failure by the District to pay Bond principal, interest or premium when due;
- b. Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed for the benefit of Owners of Bonds, for a period of sixty (60) days after written notice to the District by the Owners of fifty-one (51%) percent or more of the principal amount of Bonds then Outstanding specifying such failure and requesting that it be remedied; provided however, that if the failure stated in the notice cannot be corrected within such sixty (60) day period, it shall not constitute an Event of Default so long as corrective action is instituted by the District within the sixty (60) day period and diligently pursued, and the default is corrected as promptly as practicable after the written notice referred to in this paragraph; or,
- c. The District is adjudged insolvent by a court of competent jurisdiction, admits in writing its inability to pay its debts generally as they become due, files a petition in bankruptcy, or consents to the appointment of a receiver for the payments.

The Owners of fifty-one (51%) percent or more of the principal amount of Bonds then Outstanding may waive any Event of Default and its consequences, except an Event of Default as described in (a) of this Section.

Upon the occurrence and continuance of any Event of Default hereunder the Owners of fifty-one (51%) percent or more of the principal amount of Bonds then Outstanding may take whatever action may appear necessary or desirable to enforce or to protect any of the rights of the Owners of Bonds, either at law or in equity or in bankruptcy or otherwise, whether for the specific enforcement of any covenant or agreement contained in this Resolution or the Bonds or in aid of the exercise of any power granted in this Resolution or in the Bonds or for the enforcement of any other legal or equitable right vested in the Owners of Bonds by the Resolution or the Bonds or by law. However, the Bonds shall not be subject to acceleration.

No remedy in this Resolution conferred upon or reserved to Owners of Bonds is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Resolution or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. To entitle the Owners of Bonds to exercise any remedy reserved to them, it shall not be necessary to give any notice other than such notice as may be required by this Resolution or by law.

SECTION 7. DEFEASANCE

The District may defease the Bonds by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Bonds to be defeased, cash or direct obligations of the United States or obligations the principal of and interest on which are fully and unconditionally guaranteed by the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Bonds until their maturity date or any earlier redemption date. Bonds which have been defeased pursuant to this Section shall be deemed paid and no longer outstanding, and shall cease to be entitled to

any lien, benefit or security under this Resolution except the right to receive payment from such special escrow account.

SECTION 8. ESTABLISHMENT OF FUNDS

The following shall be created and continually maintained, except as otherwise provided, so long as the Bonds remain unpaid.

a. Debt Service Fund. The District shall maintain the debt service fund for the payment of principal, premium, if any, and interest on the Bonds as they become due. All taxes levied for and other moneys available for the payment of the Bonds shall be deposited to the debt service fund. Any interest earnings on moneys in the debt service fund shall be retained in the debt service fund.

b. Project Fund. The District shall maintain the project fund into which the proceeds of the Bonds shall be deposited to pay for Projects and the costs related to the issuance of the Bonds. Any interest earnings on moneys in the project fund shall be retained in the project fund. The District's share of any liquidated damages or other moneys paid by defaulting contractors or their sureties will be deposited into the project fund and used to pay for the Projects.

Upon completion of the Projects and upon payment in full of all costs related thereto, any balance remaining in the project fund shall be deposited to the debt service fund.

SECTION 9. PROFESSIONALS

The District hereby affirms Hawkins Delafield & Wood LLP as bond counsel for the issuance of the Bonds and Piper Sandler & Co., as underwriter or placement agent.

SECTION 10. DETERMINATION OF RESULT OF ELECTION.

Pursuant to ORS 255.295(1), the District hereby determines that the issuance of the Bonds was approved by a majority of the qualified voters of the District voting at the May 20, 2025 election based on the information provided by Yamhill and Polk Counties, Oregon.

SECTION 11. APPROVAL OF POST ISSUANCE COMPLIANCE PROCEDURES AND CONTINUING DISCLOSURE CONTROLS AND PROCEDURES

The Board hereby approves the post issuance compliance procedures in substantially the form attached hereto as Exhibit A and the continuing disclosure controls and procedures in substantially the form attached hereto as Exhibit B with such modifications as deemed desirable by the Authorized Representative to assist in the compliance with federal tax and securities law.

SECTION 12. RESOLUTION TO CONSTITUTE CONTRACT

In consideration of the purchase and acceptance of any or all of the Bonds by those who shall own the Bonds from time to time (the "Owners"), the provisions of this Resolution shall be part of the contract of the District with the Owners and shall be deemed to be and shall constitute a contract between the District and the Owners. The covenants, pledges, representations and warranties contained in this Resolution, including without limitation the District's covenants and pledges contained in Section 4 hereof, and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the equal benefit, protection and security of the Owners, all of which shall

be of equal rank without preference, priority or distinction of any of such Bonds over any other thereof, except as expressly provided in or pursuant to this Resolution.

ADOPTED by the Board of Directors of the Sheridan School District No. 48J, Yamhill and Polk Counties, Oregon this 18th day of June, 2025.

**SHERIDAN SCHOOL DISTRICT NO. 48J
YAMHILL AND POLK COUNTIES, OREGON**

By: _____
Chair

ATTEST:

By: _____
Superintendent

EXHIBIT A
SHERIDAN SCHOOL DISTRICT NO. 48J
TAX-EXEMPT BOND POST-ISSUANCE COMPLIANCE PROCEDURES
(adopted 6/18/2025)

I.

PURPOSE.

The purpose of these Procedures is to ensure that the Sheridan School District No. 48J (the “Issuer”) complies with applicable requirements of federal tax law necessary to preserve the tax status of interest on tax-exempt obligations issued by the Issuer. These Procedures are designed to set forth compliance procedures so that the Issuer utilizes the proceeds of all issues of bonds, certificates of participation, bond anticipation notes, and tax and revenue anticipation notes (collectively referred to as “Bonds”) in accordance with applicable federal tax requirements, and complies with all other applicable federal requirements with respect to outstanding Bonds.

To comply with applicable federal tax requirements, the Issuer must confirm that the requirements are met at the time each Bond issue is issued and throughout the term of the Bonds (until maturity or redemption). Generally, compliance should include retention of records relating to the expenditure of the proceeds of each Bond issue, the investment of the proceeds of each Bond issue, and any allocations made with respect to the use of the proceeds of each Bond issue, sufficient to establish compliance with applicable federal tax requirements, including records related to periods before the Bonds are issued (*e.g.*, in the case of reimbursement of prior expenditures) until six (6) years after the final maturity or redemption date of any issue of Bonds.

II.

PROCEDURES.

A. Responsible Official. The Superintendent of the Issuer will identify the officer or other employee(s) of the Issuer (the “Bond Compliance Officer”) who will be responsible for each of the procedures listed below, notify the current holder of that office of the responsibilities, and provide that person a copy of these procedures. Upon employee transitions, the Superintendent of the Issuer will advise any newly-designated Bond Compliance Officer of his/her responsibilities under these procedures and will ensure the Bond Compliance Officer understands the importance of these procedures. If employee positions are restructured or eliminated, the Superintendent of the Issuer will reassign responsibilities as necessary.

B. Issuance of Bonds.

Bond Counsel. The Issuer will retain a nationally-recognized bond counsel law firm (“Bond Counsel”) to assist the Issuer in issuing Bonds. In connection with any tax-exempt Bond issue, Bond Counsel will deliver a legal opinion which will be based in part on covenants and representations set forth in the Issuer’s Tax Certificate (or other closing documents containing the tax representation) (the “Tax Certificate”) and other certificates relating to the Bonds, including covenants and representations concerning compliance with post-issuance federal tax law requirements that must be satisfied to preserve the tax-exempt status of tax-exempt Bonds. As described more fully below, the Issuer will also consult with Bond Counsel and other legal counsel and advisors, as needed, following issuance of each Bond issue to ensure that applicable post-issuance requirements in fact are met, so that tax-exempt status of interest will be maintained for federal income tax purposes so long as any Bonds remain outstanding.

The Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that tax-exempt status of interest will be maintained. Those requirements and procedures shall be documented in a Tax Certificate and other certificates and/or other documents finalized at or before issuance of the Bonds. If there is no document in the transcript titled “Tax Certificate,” the Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel prior to the closing of the financing to understand which document(s) in the transcript contain the tax representations and covenants. The requirements and procedures in the Tax Certificate shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

Documentation of Tax Requirements. The federal tax requirements relating to each Bond issue will be set forth in the Tax Certificate executed in connection with the Bond issue, which will be included in the closing transcript. The certifications, representations, expectations, covenants and factual statements in the Tax Certificate relate primarily to the restriction on use of the Bond-financed facilities by persons or entities other than the Issuer, changes in use of assets financed or refinanced with Bond proceeds, restrictions applicable to the investment of Bond proceeds and other moneys relating to the Bonds, arbitrage rebate requirements, and economic life of the Bond-financed assets.

Information Reporting. The Bond Compliance Officer and/or other designated Issuer personnel will assure filing of information returns on IRS Form 8038-G no later than the 15th day of the second

calendar month in the calendar quarter following the calendar quarter in which an issue of Bonds is issued. The Issuer will confirm that the IRS Form 8038-G is accurate and is filed in a timely manner with respect to all Bond issues, including any required schedules and attachments. The IRS Form 8038-G filed with the IRS, together with an acknowledgement copy (if available) or IRS Notice CP152, will be included as part of the closing transcript for each Bond issue, or kept in the records related to the appropriate issue of Bonds.

C. Application of Bond Proceeds.

Use of Bond Proceeds. The Bond Compliance Officer and/or other designated Issuer personnel shall:

- * monitor the use of Bond proceeds and the use of the Bond-financed assets (e.g., facilities, furnishings or equipment) throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in the applicable Tax Certificate;
- * maintain records identifying the assets or portion of assets that were financed or refinanced with proceeds of each issue of Bonds;
- * consult with Bond Counsel and other legal counsel as needed in the review of any contracts or arrangements involving use of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in the applicable Tax Certificate;
- * maintain records for any contracts or arrangements involving the use of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in the applicable Tax Certificate; and
- * communicate as necessary and appropriate with personnel responsible for the Bond-financed assets to identify and discuss any existing or planned use of the Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the applicable Tax Certificate.

Timely Expenditure of Bond Proceeds. At the time of issuance of any Bonds issued to fund original expenditures, the Issuer must reasonably expect to spend at least 85% of all proceeds expected to be used to finance such expenditures (which proceeds would exclude proceeds in a reasonably required reserve

fund) within three (3) years after issuance of such Bonds.¹ In addition, for such Bonds, the Issuer must have incurred or expect to incur within six months after issuance original expenditures of not less than 5% of such amount of proceeds, and must expect to complete the Bond-financed project (the “Project”) and allocate Bond proceeds to costs with due diligence.² Satisfaction of these requirements allows Project-related Bond proceeds to be invested at an unrestricted yield for three (3) years.³ Bonds issued to refinance outstanding obligations are subject to separate expenditure requirements, which shall be outlined in the Tax Certificate relating to such Bonds. The Issuer’s finance staff will monitor the appropriate capital project accounts (and, to the extent applicable, working capital expenditures and/or refunding escrow accounts) and ensure that Bond proceeds are spent within the applicable time period(s) required under federal tax law.

Capital Expenditures. In general, proceeds (including earnings on original sale proceeds) of Bonds issued to fund original expenditures, other than proceeds deposited in a reasonably required reserve fund or used to pay costs of issuance, should be spent on capital expenditures.⁴ For this purpose, capital expenditures generally mean costs to acquire, construct, or improve property (land, buildings and equipment), or to adapt the property to a new or different use. The property financed or refinanced must have a useful life longer than one (1) year. Capital Expenditures include design and planning costs related to the Project, and include architectural, engineering, surveying, soil testing, environmental, and other similar costs incurred in the process of acquiring, constructing, improving or adapting the property. Capital Expenditures do not include operating expenses of the Project or incidental or routine repair or maintenance of the Project, even if the repair or maintenance will have a useful life longer than one (1) year.

D. Use of Bond-Financed Assets.

Ownership and Use of Project. For the life of a Bond issue, the Project must be owned and operated by the Issuer (or another state or local governmental entity). At all times while the Bond issue is outstanding, no more than 10% (or \$15,000,000, if less) of the Bond proceeds or the Project may be used, directly or indirectly, in a trade or business carried on by a person other than a state or local governmental

¹ In the case of short-term working capital financings (e.g., TRANs), the Issuer’s actual maximum cumulative cash flow deficit as of the close of the six-month period commencing on the issue date must be at least equal to 100% of the issue price of the notes (under the six-month rebate exception, excluding the reasonable working capital reserve) or 90% of the issue price of the notes (under the statutory safe harbor exception) in order for the notes to be exempt from the rebate requirements.

² These requirements do not apply to short-term working capital financings (e.g., TRANs).

³ Proceeds of working capital financings (e.g., TRANs) may be invested at an unrestricted yield for thirteen (13) months..

⁴ Proceeds of working capital financings (e.g., TRANs) need not be spent for capital expenditures.

unit (“Private Use”).⁵ In addition, not more than 5% (or \$5 million, if less) of the proceeds of any Bond issue may be used, directly or indirectly, to make a loan to any person other than governmental persons. Generally, Private Use consists of any contract or other arrangement, including leases, management contracts, operating agreements, guarantee contracts, take or pay contracts, output contracts or research contracts, which provides for use by a person who is not a state or local government on a basis different than the general public. The Project may be used by any person or entity, including any person or entity carrying on any trade or business, if such use constitutes “General Public Use”. General Public Use is any arrangement providing for use that is available to the general public at either no charge or on the basis of rates that are generally applicable and uniformly applied.

Management or Operating Agreements. Any management, operating or service contracts whereby a non-exempt entity is using assets financed or refinanced with Bond proceeds (such as bookstore, cafeteria or dining facility, externally-managed parking facilities, gift shops, etc.) must relate to portions of the Project that fit within the allowable private use limitations or the contracts must meet the IRS safe harbor for management contracts. Any replacements of or changes to such contracts relating to Bond-financed assets or facilities, or leases of such assets or facilities, should be reviewed by Bond Counsel. The Bond Compliance Officer shall contact Bond Counsel if there may be a lease, sale, disposition or other change in use of assets financed or refinanced with Bond proceeds.

Useful Life Limitation. The weighted average maturity of the Bond issue cannot exceed 120% of the weighted average economic life of the Bond-financed assets. In other words, the weighted average economic life of the Project must be at least 80% of the weighted average maturity of the Bond issue. Additional state law limitations may apply as well.

E. Investment Restrictions; Arbitrage Yield Calculations; Rebate.

Investment Restrictions. Investment restrictions relating to Bond proceeds and other moneys relating to the Bonds are set forth in the Tax Certificate. The Issuer’s finance staff will monitor the investment of Bond proceeds to ensure compliance with applicable yield restriction rules.

Use and Control of Bond Proceeds. Unexpended Bond proceeds (including reserves) may be held directly by the Issuer or by the trustee for the Bond issue under an indenture or trust agreement. The investment of Bond proceeds shall be managed by the Issuer. The Issuer shall maintain appropriate records

⁵ This 10% limitation is limited to 5% in cases in which the Private Use is either unrelated or disproportionate to the governmental use of the financed facility.

regarding investments and transactions involving Bond proceeds. The trustee, if appropriate, shall provide regular statements to the Issuer regarding investments and transactions involving Bond proceeds.

Arbitrage Yield Calculations. Investment earnings on Bond proceeds should be tracked and monitored to comply with applicable yield restrictions and/or rebate requirements. Any funds of the Issuer set aside or otherwise pledged or earmarked to pay debt service on Bonds should be analyzed to assure compliance with the tax law rules on arbitrage, invested sinking funds, and pledged funds (including gifts or donations linked or earmarked to the Bond-financed assets).

Rebate. The Issuer is responsible for calculating (or causing the calculation of) rebate liability for each Bond issue, and for making any required rebate payments. Unless Bond Counsel has advised the Issuer that the Bonds are exempt from the rebate requirements described in this section, the Issuer will retain an arbitrage rebate consultant to perform rebate calculations that may be required to be made from time to time with respect to any Bond issue. The Issuer is responsible for providing the arbitrage rebate consultant with requested documents and information on a prompt basis, reviewing applicable rebate reports and other calculations and generally interacting with the arbitrage rebate consultant to ensure the timely preparation of rebate reports and payment of any rebate.

The reports and calculations provided by the arbitrage rebate consultant are intended to assure compliance with rebate requirements, which require the Issuer to make rebate payments, if any, no later than the fifth (5th) anniversary date and each fifth (5th) anniversary date thereafter through the final maturity or redemption date of a Bond issue. A final rebate payment must be made within sixty (60) days of the final maturity or redemption date of a Bond issue.

The Issuer will confer and consult with the arbitrage rebate consultant to determine whether any rebate spending exceptions may be met. Rebate spending exceptions are available for periods of 6 months, 18 months and 2 years. The Issuer will review the Tax Certificate and/or consult with the arbitrage rebate consultant or Bond Counsel for more details regarding the rebate spending exceptions.

In the case of short-term working capital financings, such as tax and revenue anticipation notes, if there is concern as to whether or not the Issuer has met its requisite maximum cumulative cash flow deficit with respect to its short-term working capital notes, the services of a rebate analyst should be engaged to determine whether either the six-month spending exception or the statutory safe harbor exception to the rebate rules is met (in which case no rebate would be owed) or whether the proceeds of the notes are subject, in whole or in part, to rebate.

Copies of all arbitrage rebate reports, related return filings with the IRS (*i.e.*, IRS Form 8038-T), copies of cancelled checks with respect to any rebate payments, and information statements must be retained as described below. The responsible official of the Issuer described in Subsection A of this Part II will follow the procedures set forth in the Tax Certificate entered into with respect to any Bond issue that relate to compliance with the rebate requirements.

F. Record Retention.

Allocation of Bond Proceeds to Expenditures. The Issuer shall allocate Bond proceeds to expenditures for assets, and shall trace and keep track of the use of Bond proceeds and property financed or refinanced therewith.

Record Keeping Requirements. Copies of all relevant documents and records sufficient to support an assertion that the tax requirements relating to a Bond issue have been satisfied will be maintained by the Issuer for the term of a Bond issue (including refunding Bonds, if any) plus six (6) years, including the following documents and records:

- Bond closing transcripts;
- Copies of records of investments, investment agreements, credit enhancement transactions, financial derivatives (*e.g.*, an interest rate swap), arbitrage reports and underlying documents, including trustee statements;
- Copies of material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;
- All contracts and arrangements involving private use, or changes in use, of the Bond-financed property;
- All reports and documents relating to the allocation of Bond proceeds and private use of Bond-financed property; and
- Itemization of property financed with Bond proceeds, including placed in service dates.

- In the case of short-term working capital financings, such as tax and revenue anticipation notes, information regarding the Issuer’s revenue, expenditures and available balances sufficient to support the Issuer’s maximum cumulative cash flow deficit.

III.

POST-ISSUANCE COMPLIANCE.

A. In General. The Issuer will conduct periodic reviews of compliance with these procedures to determine whether any violations have occurred so that such violations can be remedied through the “remedial action” regulations (Treas. Reg. Section 1.141-12) or the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance). If any changes or modifications to the terms or provisions of a Bond issue are contemplated, the Issuer will consult Bond Counsel. The Issuer recognizes and acknowledges that such modifications could result in a “reissuance” of the Bonds for federal tax purposes (*i.e.*, a deemed refunding) and thereby jeopardize the tax-exempt status of the Bonds after the modifications.

The Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel and other legal counsel and advisors, as needed, following issuance of each issue of the Bonds to ensure that all applicable post-issuance requirements in fact are met, so that interest on the Bonds will be excluded from gross income for federal income tax purposes so long as any Bonds remain outstanding. This will include, without limitation, consultation in connection with future contracts with respect to the use of Bond-financed assets and future contracts with respect to the use of output or throughput of Bond-financed assets.

Whenever necessary or appropriate, the Issuer will engage an expert advisor as arbitrage rebate consultant to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds.

B. Monitoring Private or Other Use of Financed Assets. The Issuer will maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of a Bond issue, including the uses and the users thereof (including terms of use and type of use). Such records may be kept in any combination of paper or electronic form. In the event the use of Bond proceeds or the assets financed or refinanced with Bond proceeds is different from the covenants, representations or factual statements in the Tax Certificate, the Issuer will promptly contact and consult with Bond Counsel to ensure that there is no adverse effect on the tax-exempt status of the Bond issue and, where appropriate, will remedy any violations through the “remedial action” regulations (Treas. Reg. Section 1.141-12), the Voluntary Closing

Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance), or as otherwise prescribed by Bond Counsel.

C. Ongoing Training

Training shall be made available to the Bond Compliance Officer to support the Bond Compliance Officer's understanding of the tax requirements applicable to the Bonds. Such training may include, but would not be limited to, attending training sessions at local conferences such as OGFOA OASBO, and/or SDAO, participation in IRS teleconferences, reading technical guidance materials provided by educational organizations, the IRS, and/or Bond Counsel, and discussing questions and issues with the Issuer's Bond Counsel and/or arbitrage rebate consultant.

D. Annual Checklist of Tax-Exempt Bond Compliance Checklist. The Bond Compliance Officer will complete the attached "Annual Tax-Exempt Bond Compliance Checklist" with respect to all outstanding Bonds on or before December 31 of each annual period. The Bond Compliance Officer will retain a copy of each completed and signed checklist in a file that is retained in accordance with the document retention requirements described in Section II.F., above.

Form of Annual Tax-Exempt Bond Compliance Checklist

(to be completed by the “Bond Compliance Officer” as described in the Tax-Exempt Bond Post-Issuance Compliance Procedures)

Date Completed: _____

	Yes	No
Has there been a sale of all or any portion of a facility financed with tax-exempt bonds (a “Project”)?		
Has there been a lease of all or any portion of a Project to any party other than a state or local government?		
Has the Issuer entered into a new, or amended an already existing, management or service contract related to a Project?		
Has the Issuer entered into a naming rights agreement relating to all or any portion of a Project?		
Has the Issuer entered into any other arrangement with an entity, other than a state or local government, that provided legal rights to that entity with respect to a Project?		
Will there be a rebate/yield restriction arbitrage computation date during the upcoming annual period?		
Is the Issuer out of compliance with the record retention requirements as described in Section IV of the Tax-Exempt Bond Post-Issuance Compliance Procedures?		

If an answer to any question above is “Yes”, or the answer is unclear, the Bond Compliance Officer shall consult with the Issuer’s bond counsel to determine (i) if the event could adversely impact the tax-exemption of the Issuer’s outstanding tax-exempt bonds and/or (ii) whether any action needs to be taken during the upcoming annual period to ensure compliance with the tax-exempt bond restrictions.

The undersigned is the “Bond Compliance Officer” as described in the Tax-Exempt Bond Compliance Procedures and has completed the above checklist to the best of the knowledge of the undersigned.

 Signature of _____ - Bond Compliance Officer
 (print name)

EXHIBIT B
SHERIDAN SCHOOL DISTRICT NO. 48J
CONTINUING DISCLOSURE POST-ISSUANCE COMPLIANCE PROCEDURES
(adopted 6/18/2025)

SHERIDAN SCHOOL DISTRICT NO. 48J
Continuing Disclosure Controls and Procedures

A. Purpose; Applicability

Sheridan School District No. 48J (the “Issuer”) has issued or is in the process of issuing borrowings in the public securities market that require the Issuer to enter into “continuing disclosure certificates,” “undertakings” or “continuing disclosure agreements” (collectively, “CDAs”) and to agree to make certain kinds of information available to participants in the public securities market. To assist its compliance with its CDAs, the Issuer has adopted these Procedures.

This document narrowly focuses on the Issuer’s obligations under its CDAs. The Issuer has many other obligations in connection with its borrowings that are not addressed by this document.

B. Definitions

Capitalized terms used in these Procedures shall have the meanings set forth below:

“*Alternate Bond Compliance Officer*” means the Superintendent of the Issuer.

“*Annual Reports*” means the financial information and operating data (including audited financial statements) required to be filed on an annual basis pursuant to the CDAs.

“*Bond Compliance Officer*” means the Business Manager of the Issuer.

“*CDAs*” means the Issuer’s continuing disclosure certificates, continuing disclosure agreements and undertakings relating to its outstanding securities entered into pursuant to the Rule.

“*Compliance Officer*” means the Bond Compliance Officer, or the Alternate Bond Compliance Officer if the Bond Compliance Officer is not available to perform the duties of the Compliance Officer under these Procedures.

“*Disclosure Group*” means the group described in Section E of these Procedures that assists the Issuer in complying with these Procedures.

“*EMMA*” means the Electronic Municipal Market Access system maintained by the Municipal Securities Rulemaking Board.

“*Filing*” means the filings of Annual Reports, Specified Events and other information that the Issuer submits to EMMA in accordance with the Issuer’s CDAs, in accordance with the Rule or other applicable law, or voluntarily.

“*Procedures*” means these Continuing Disclosure Controls and Procedures of the Issuer.

“*Rule*” means Rule 15c2-12 of the Securities and Exchange Commission, adopted under the Securities Exchange Act of 1934, 17 CFR § 240.15c2-12.

“*Specified Events*” means the list of specific events that the Issuer is required by each CDA to report on EMMA very promptly, usually within ten days. “Specified Events” are often referred to as “material events.”

C. Components of CDAs

1. The Bond Compliance Officer and the Alternate Bond Compliance Officer will review the exact language of each CDA at least once each fiscal year and after each new CDA is executed. Each CDA is different and the exact language in each governs the Issuer’s contractual obligations under that CDA.
2. Most CDAs require the Issuer to make two kinds of Filings: Annual Reports and Specified Events.
 - a. Annual Reports. Annual Reports usually must be filed on EMMA within a certain period of time after the end of each fiscal year. The nature of the Annual Report that is required by each CDA is described in that CDA, but Annual Reports generally consist of:
 - (i) the Issuer’s audited financial statements,
 - (ii) additional financial information and operating data of the type specifically described in each CDA.
 - b. Specified Events. Recent CDAs require Issuers to report certain Specified Events within ten business days, although older CDAs may only require notice “in a timely manner.” These procedures assume that Filing for a Specified Event must be made within ten business days after the Specified Event occurs.
3. Compliance officers and members of the Disclosure Group must bear in mind that any Filings must be accurate in all material respects.⁶

⁶ In submitting Filings to EMMA or to third parties, the Issuer is subject to the general antifraud provisions of the federal securities laws, which require that there be no material misstatements or material omissions.

The SEC has stated, in the context of an enforcement action against a municipal securities issuer, that “[i]nformation is material if there is a substantial likelihood that a reasonable investor would consider it important to an investment decision.” With respect to omissions (as opposed to misstatements), the standard is whether such omission resulted in a failure “to state a material fact necessary in order to make the statements made, in the light of the circumstances under which they were made, not misleading.”

D. Roles of Parties

1. The Bond Compliance Officer is primarily responsible for ensuring that the Issuer complies with its CDAs and follows these Procedures.
2. The Alternate Bond Compliance Officer shall assist the Bond Compliance Officer and shall act as the Bond Compliance Officer if the Bond Compliance Officer is not available to perform the Bond Compliance Officer's functions under these Procedures.
3. The Disclosure Group includes other officers or employees of the Issuer who may assist the Bond Compliance Officer and the Alternate Bond Compliance Officer in ensuring that the Issuer complies with its CDAs and these Procedures.
4. The Bond Compliance Officer and the Alternate Bond Compliance Officer shall each report their actions under these Procedures to each other and to any members of the Disclosure Group. Reports shall be made promptly and in writing.

E. Disclosure Group

1. The Disclosure Group shall include:
 - a. Bond Compliance Officer,
 - b. Alternate Bond Compliance Officer,
 - c. Any officer or employee of the Issuer who is appointed as a member of the Disclosure Group by the Compliance Officer.
2. Not later than sixty days after the beginning of each Fiscal Year the Compliance Officer shall determine whether additional members should be appointed to the Disclosure Group to assist the Issuer in carrying out these Procedures. The Compliance Officer may appoint anyone the Compliance Officer believes would assist the Issuer in carrying out these procedures. If Issuer officers or employees have special knowledge relating to matters that the Issuer is required by its CDAs to report on EMMA, the Compliance Officer should consider appointing those people to the Disclosure Group.

In light of such standard, when the Compliance Officer circulates for comment to the Disclosure Group a draft of a Filing, it shall be accompanied by the following cautionary note:

Federal securities laws require that the information be complete, accurate, and in no way misleading. Please review carefully and critically the information that you are providing to be certain, to the best of your knowledge after reasonable inquiry of the appropriate persons, that it is accurate, complete, and not misleading. Please be certain that the source documentation is reliable and auditable, should any future inquiry arise. Please provide a copy of all source documentation. Please describe any exceptions or other caveats to the information you are providing.

Please review the information in its entirety, rather than simply updating that which has already been provided, to determine whether any material changes have occurred or if any new or additional information should be included to make the information that you are providing not misleading and as complete and accurate as possible.

3. The Issuer may create distinct Disclosure Groups for each credit.
4. When the Compliance Officer appoints a person as a member of the Disclosure Group, the Compliance Officer shall provide that person with a written copy of these Procedures and a copy of all then-outstanding CDAs, and shall notify all other members of the Disclosure Group of the appointment.

F. Annual Reports:

1. Promptly after adoption of these Procedures the Compliance Officer shall review all existing CDAs and draft a chart outlining the filing deadlines, the material to be included with each Annual Report Filing for each CDA, and the Specified Events for each CDA. The chart shall be updated every time the Issuer enters into a CDA, and each time a CDA ceases to be in effect. A copy of the updated chart shall be provided to each member of the Disclosure Group for review before the updated chart is finalized. When each chart is finalized a copy shall be provided to each member of the Disclosure Group promptly.
2. Each fiscal year the Compliance Officer shall calendar the deadlines for each Annual Report Filing, with appropriate reminder notifications for each member of the applicable Disclosure Group. The calendar and notifications shall also appear on a centralized calendar in the Finance Department.
3. Not less than twenty-five (25) days before each Filing deadline, the Compliance Officer shall circulate a draft Filing for review by the Disclosure Group.
4. The members of the Disclosure Group shall review the draft Filing, and shall advise the Compliance Officer of any changes the member recommends.
5. The Compliance Officer shall take any recommended changes into account, finalize and timely make the Filing, and provide a copy of the final Filing to each member of the Disclosure Group.

G. Specified Event Filings.

1. If any member of the Disclosure Group becomes aware of the occurrence of an event that may qualify as a Specified Event, that member shall notify the Disclosure Group immediately.
2. Each member of the Disclosure Group shall provide a recommendation to the Compliance Officer regarding the reporting of that event. If the Compliance Officer determines that the event is a Specified Event, the Compliance Officer shall circulate a draft Specified Event Filing to the Disclosure Group for review within two business days.
3. All available members of the Disclosure Group shall provide comments to the Compliance Officer on the draft Specified Event Filing within one business day after the Compliance Officer circulates the draft Filing.

4. The Compliance Officer shall consider any recommendations of the Disclosure Group, finalize the Specified Event Filing, and file it on EMMA. Unless the Compliance Officer determines that the applicable CDAs do not require the filing to be made within ten business days, the Compliance Officer shall file the Specified Event Filing within ten business days after the Specified Event occurs.

H. Omissions and Voluntary Submissions.

1. If any member of the Disclosure Group becomes aware of the occurrence of an event that is not a Specified Event, but that the member believes should be disclosed promptly on EMMA and not as part of the Annual Report, including notice of a failure of the Issuer to comply with its obligations under a CDA or the Rule, that member shall notify the Disclosure Group immediately.
2. Each member of the Disclosure Group shall provide a recommendation to the Compliance Officer regarding the reporting of that event. If the Compliance Officer determines that the Issuer should disclose the event on EMMA promptly and not as part of the Annual Report, the Compliance Officer shall circulate a draft Filing to the Disclosure Group for review within ten business days.
3. All members of the Disclosure Group shall provide comments to the Compliance Officer on the draft Filing within five business days after the Compliance Officer circulates the draft Filing.
4. The Compliance Officer shall consider any recommendations of the Disclosure Group finalize the voluntary submission Filing, and file it on EMMA within ten business days after recommendations on the filing are due to the Compliance Officer from the Disclosure Group.

I. Training

1. The Compliance Officer shall be responsible for familiarizing the Disclosure Group and any other appropriate Issuer officials and employees with these Procedures and the Issuer's continuing disclosure obligations.
2. The Compliance Officer shall arrange for a training session to be conducted at least once each fiscal year for all members of the Disclosure Group and for any other Issuer employee identified by the Compliance Officer as having significant responsibility for collecting or analyzing information included in the Filings. The Compliance Officer shall provide appropriate training to any new member of the Disclosure Group who is appointed during a fiscal year after the annual training session for that fiscal year has been held, not later than two months after the person is appointed as a member of the Disclosure Group. To the extent practical, training shall be provided with the assistance of Bond Counsel or an outside party experienced in the responsibilities of municipal issuers under federal securities laws.
3. Training sessions shall cover, at a minimum:

- a. these Procedures;
- b. the Issuer's disclosure obligations under its CDAs; and
- c. any changes in laws or regulations and significant new cases or enforcement actions since the date of the most recent prior training session.



Yamhill County Clerk

414 NE Evans St.
McMinnville, OR 97128
(503) 434-7518 phone / (503) 434-7520 fax
www.yamhillcounty.gov

Property Value Appeals Board • Business Licenses • Elections • Marriage Licenses • Passports • Recording

June 12, 2025

Sheridan School District 48J
435 S Bridge St
Sheridan, OR 97378

CONFIRMATION OF MAY 20, 2025 SPECIAL DISTRICT ABSTRACT RESULTS

In accordance with ORS 254.454 / 255.295, please canvass the votes for this election and return this form no later than **June 24, 2025**. Enclosed you will find a copy of the Abstract of Votes for the Sheridan School District 48J for the Special District Election held on May 20, 2025.

Please determine if the results are correct and then notify the County Clerk of your acceptance of the results for this election by signing and returning this form. You may email a scanned copy to elections@yamhillcounty.gov or mail it to 414 NE Evans St., McMinnville, OR 97128. Once we receive the form back, we will mail you the certificates of election. **Elected board members cannot take office until the certificate of elections have been issued.**

OFFICIAL ACCEPTANCE OF ABSTRACT RESULTS

The district elections authority for the Sheridan School District 48J, in accordance with ORS 255.295, has canvassed the abstract of votes cast in the May 20, 2025 Special District Election for members of the district board.

The district elections authority has determined that those persons having received the highest numbers of votes are qualified to hold the office and any exceptions are noted below. The elections officer of Yamhill County is hereby instructed to issue certificates of elections to those persons.

Signature of district elections authority: _____

Printed name and title: _____

Date: _____

Exceptions: _____



Yamhill County Clerk
 Special District Election Canvass
 May 20, 2025

District: **Sheridan School District**
 Contest: **Position 1**

Yamhill County
 Final Results

Ballots
 1069

Candidate	Votes	%	Total	%
Susan Looby	304	44.25%	304	44.25%
Natalya Ables	368	53.57%	368	53.57%
Write-in	15	2.18%	15	2.18%
Cast Votes	687	64.27%	687	64.27%
Overvotes	0	0.00%	0	0.00%
Undervotes	382	35.73%	382	35.73%
Totals	1069	100.00%	1069	100.00%

Shared Contest Results

Polk County
 Final Results

Ballots
 109

Candidate	Votes	%	Total	%
Susan Looby	24	40.00%	24	40.00%
Natalya Ables	35	58.33%	35	58.33%
Write-in	1	1.67%	1	1.67%
Cast Votes	60	55.05%	60	55.05%
Overvotes	0	0.00%	0	0.00%
Undervotes	49	44.95%	49	44.95%
Totals	109	100.00%	109	100.00%

Aggregated
Final Results

Ballots
 1178

Candidate	Election	%	Total	%
Susan Looby	328	43.91%	328	43.91%
Natalya Ables	403	53.95%	403	53.95%
Write-in	16	2.14%	16	2.14%
Cast Votes	747	63.41%	747	63.41%
Overvotes	0	0.00%	0	0.00%
Undervotes	431	36.59%	431	36.59%
Totals	1178	100.00%	1178	100.00%



ABSTRACT OF VOTES

I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.

Keri Hinton, Yamhill County Clerk
 Date Certified: June 11, 2025



Yamhill County Clerk
Special District Election Canvass
May 20, 2025

District: **Sheridan School District**
Contest: **Position 2**

Yamhill County
Final Results

Ballots	Candidate	Votes	%	Total	%
1069	Jeremy Hutchinson	675	99.12%	675	99.12%
		0	0.00%	0	0.00%
	Write-in	6	0.88%	6	0.88%
	Cast Votes	681	63.70%	681	63.70%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	388	36.30%	388	36.30%
	Totals	1069	100.00%	1069	100.00%

Shared Contest Results

Polk County
Final Results

Ballots	Candidate	Votes	%	Total	%
109	Jeremy Hutchinson	61	100.00%	61	100.00%
		0	0.00%	0	0.00%
	Write-in	0	0.00%	0	0.00%
	Cast Votes	61	55.96%	61	55.96%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	48	44.04%	48	44.04%
	Totals	109	100.00%	109	100.00%

Aggregated
Final Results

Ballots	Candidate	Election	%	Total	%
1178	Jeremy Hutchinson	736	99.19%	736	99.19%
		0	0.00%	0	0.00%
	Write-in	6	0.81%	6	0.81%
	Cast Votes	742	62.99%	742	62.99%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	436	37.01%	436	37.01%
	Totals	1178	100.00%	1178	100.00%



ABSTRACT OF VOTES

I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.

Keri Hinton, Yamhill County Clerk
Date Certified: June 11, 2025



Yamhill County Clerk
 Special District Election Canvass
 May 20, 2025

District: **Sheridan School District**
 Contest: **Position 5**

Yamhill County
 Final Results

Ballots	Candidate	Votes	%	Total	%
1069	Raymond Watkins	470	59.64%	470	59.64%
	Gwen Fink	315	39.97%	315	39.97%
	Write-in	3	0.38%	3	0.38%
	Cast Votes	788	73.71%	788	73.71%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	281	26.29%	281	26.29%
	Totals	1069	100.00%	1069	100.00%

Shared Contest Results

Polk County
 Final Results

Ballots	Candidate	Votes	%	Total	%
109	Raymond Watkins	35	55.56%	35	55.56%
	Gwen Fink	28	44.44%	28	44.44%
	Write-in	0	0.00%	0	0.00%
	Cast Votes	63	57.80%	63	57.80%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	46	42.20%	46	42.20%
	Totals	109	100.00%	109	100.00%

Aggregated
Final Results

Ballots	Candidate	Election	%	Total	%
1178	Raymond Watkins	505	59.34%	505	59.34%
	Gwen Fink	343	40.31%	343	40.31%
	Write-in	3	0.35%	3	0.35%
	Cast Votes	851	72.24%	851	72.24%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	327	27.76%	327	27.76%
	Totals	1178	100.00%	1178	100.00%



ABSTRACT OF VOTES

I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.

Keri Hinton, Yamhill County Clerk
 Date Certified: June 11, 2025



Yamhill County Clerk
 Special District Election Canvass
 May 20, 2025

District: **Sheridan School District**
 Contest: **Measure 36-236**

Yamhill County
 Final Results

Ballots	Choice	Votes	%
1069	Yes	562	53.27%
	No	493	46.73%
Cast Votes		1055	98.69%
Over Votes		0	0.00%
Under Votes		14	1.31%
Totals		1069	100.00%

Shared Contest Results

Polk County
 Final Results

Ballots	Choice	Votes	%
109	Yes	41	39.05%
	No	64	60.95%
Cast Votes		105	96.33%
Over Votes		0	0.00%
Under Votes		4	3.67%
Totals		109	100.00%

Aggregated
Final Results

Ballots	Choice	Votes	%
1178	Yes	603	51.98%
	No	557	48.02%
Cast Votes		1160	98.47%
Over Votes		0	0.00%
Under Votes		18	1.53%
Totals		1178	100.00%



ABSTRACT OF VOTES

I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.


 Keri Hinton, Yamhill County Clerk
 Date Certified: June 11, 2025

**Sheridan School District
Cumulative**

May 20, 2025 Special District Election

Run Time 6:20 PM
Run Date 06/11/2025

Yamhill County, Oregon

May 20, 2025 Special District Election

5/20/2025

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Official Results

Registered Voters
1069 of 76586 = 1.40%

Precincts Reporting
23 of 23 = 100.00%

Sheridan School District 48J, Director, Position 1 - 4 Year Term - Vote for one

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
4	4	100.00%	1,069	4,140	25.82%

Choice	Party	By Mail	Total
Susan Looby		304 44.25%	304 44.25%
Natalya Ables		368 53.57%	368 53.57%
Misc. Write-in (W)		15 2.18%	15 2.18%
Cast Votes:		687 100.00%	687 100.00%
Undervotes:		382	382
Overvotes:		0	0

Sheridan School District 48J, Director, Position 2 - 4 Year Term - Vote for one

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
4	4	100.00%	1,069	4,140	25.82%

Choice	Party	By Mail	Total
Jeremy Hutchinson		675 99.12%	675 99.12%
Misc. Write-in (W)		6 0.88%	6 0.88%
Cast Votes:		681 100.00%	681 100.00%
Undervotes:		388	388
Overvotes:		0	0

Sheridan School District 48J, Director, Position 5 - 4 Year Term - Vote for one

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
4	4	100.00%	1,069	4,140	25.82%

Choice	Party	By Mail	Total
Raymond Watkins		470 59.64%	470 59.64%
Gwen Fink		315 39.97%	315 39.97%
Misc. Write-in (W)		3 0.38%	3 0.38%
Cast Votes:		788 100.00%	788 100.00%
Undervotes:		281	281
Overvotes:		0	0



ABSTRACT OF VOTES
I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.

Keri Hinton

Keri Hinton, Yamhill County Clerk
Date Certified: June 11, 2025

**Sheridan School District
Cumulative**

May 20, 2025 Special District Election

Run Time 6:20 PM
Run Date 06/11/2025

Yamhill County, Oregon

May 20, 2025 Special District Election

5/20/2025

Page 2

Official Results

Registered Voters
1069 of 76586 = 1.40%
Precincts Reporting
23 of 23 = 100.00%

Measure 36-236 Sheridan School District 48J

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
4	4	100.00%	1,069	4,140	25.82%

Choice	Party	By Mail		Total	
Yes		562	53.27%	562	53.27%
No		493	46.73%	493	46.73%
	Cast Votes:	1,055	100.00%	1,055	100.00%
	Undervotes:	14		14	
	Overvotes:	0		0	

*** End of report ***

Sheridan School District 48J, Director, Position 1 - 4 Year Term - Vote for one

Precinct	Susan Looby	Natalya Ables	Misc. Write-in (W)	Cast Votes	Undervotes	Overvotes	By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
23	49	67	4	120	97	0	217	217	675	32.15%
24	8	13	0	21	7	0	28	28	78	35.90%
26	247	286	11	544	270	0	814	814	3,358	24.24%
28	0	2	0	2	8	0	10	10	29	34.48%
Totals	304	368	15	687	382	0	1,069	1,069	4,140	25.82%

ABSTRACT OF VOTES

I certify that this report accurately summarizes the tally of votes for each race and/or measure at the May 20, 2025 Special District Election.



Keri Hinton, Yamhill County Clerk
Date Certified: June 11, 2025



Sheridan School District 481, Director, Position 2 - 4 Year Term - Vote for one

Precinct	Jeremy Hutchinson	Misc. Write-in (W)	Cast Votes	Undervotes	Overvotes	By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
23	128	1	129	88	0	217	217	675	32.15%
24	16	0	16	12	0	28	28	78	35.90%
26	526	5	531	283	0	814	814	3,358	24.24%
28	5	0	5	5	0	10	10	29	34.49%
Totals	675	6	681	388	0	1,069	1,069	4,140	25.82%

Sheridan School District 481, Director, Position 5 - 4 Year Term - Vote for one

Precinct	Raymond Watkins	Gwen Fink	Misc. Write-in (W)	Cast Votes	Undervotes	Overvotes	By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
23	94	53	1	148	69	0	217	217	675	32.15%
24	21	4	0	25	3	0	28	28	78	35.90%
26	350	256	2	608	206	0	814	814	3,358	24.24%
28	5	2	0	7	3	0	10	10	29	34.48%
Totals	470	315	3	788	281	0	1,069	1,069	4,140	25.82%

Measure 36-236 Sheridan School District 48J

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
23	115	99	214	3	0	217	217	675	32.15%
24	13	15	28	0	0	28	28	78	35.90%
26	429	374	803	11	0	814	814	3,358	24.24%
28	5	5	10	0	0	10	10	29	34.48%
Totals	562	493	1,055	14	0	1,069	1,069	4,140	25.82%

*** End of report ***

Summary Results Report
 May 20, 2025
 Special District Election

OFFICIAL RESULTS
 FINAL RESULTS
 POLK COUNTY

Statistics	TOTAL
Registered Voters - Total	63,911
Ballots Cast - Total	21,206
Ballots Cast - Blank	10
Voter Turnout - Total	33.18%

Sheridan School District 48J, Director, Position 1 Sheridan School District 48J

Vote For 1

	TOTAL	VOTE %
Susan Looby	24	40.00%
Natalya Ables	35	58.33%
Write-In Totals	1	1.67%
Not Assigned	1	1.67%
Total Votes Cast	60	100.00%
Overvotes	0	
Undervotes	49	
Contest Totals	109	

Sheridan School District 48J, Director, Position 2 Sheridan School District 48J

Vote For 1

	TOTAL	VOTE %
Jeremy Hutchinson	61	100.00%
Write-In Totals	0	0.00%
Not Assigned	0	0.00%
Total Votes Cast	61	100.00%
Overvotes	0	
Undervotes	48	
Contest Totals	109	

Sheridan School District 48J, Director, Position 5 Sheridan School District 48J

Vote For 1

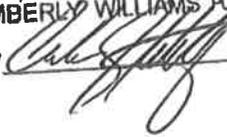
	TOTAL	VOTE %
Raymond Watkins	35	55.56%
Gwen Fink	28	44.44%
Write-In Totals	0	0.00%
Not Assigned	0	0.00%
Total Votes Cast	63	100.00%
Overvotes	0	
Undervotes	46	
Contest Totals	109	

36-236 Sheridan School District Sheridan School District 48J

Vote For 1

	TOTAL	VOTE %
Yes	41	39.05%
No	64	60.95%
Total Votes Cast	105	100.00%
Overvotes	0	
Undervotes	4	
Contest Totals	109	



CERTIFIED TO BE A TRUE AND
CORRECT COPY OF THE ORIGINAL.
KIMBERLY WILLIAMS, POLK COUNTY CLERK
By  Deputy

Sheridan School District 48J

Code: AC
Adopted: 10/20/10
Revised/Readopted: 12/14/11; 8/19/15; 1/17/18;
10/16/19; 11/17/21; 5/15/24
Orig. Code: AC

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 race¹, color, religion, sex², 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 Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents.³~~

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.

¹ 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. ~~(as amended by House Bill 2935 (2021)).~~

² ~~34 CFR § 106.10 provides "discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."~~

³ ~~For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).~~

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(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

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 [insert position title(s)] 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 nondiscrimination⁴ 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

⁴ The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

8. ^{5}[Satisfy the training requirements in OAR 581-021-0660 (2)-(3)] [Satisfy the following training requirements:

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;
- (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;

⁵ {OAR 581-021-0655(3)(a) requires the district adopt a policy including the requirements in OAR 581-021-0660, including the training requirements referenced and listed here. The district can meet this requirement by choosing either of the two bracketed options.}

(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;

Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.⁶]

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.006	OAR 581-021-0045
ORS 192.630	ORS 659A.009	OAR 581-021-0046
ORS 326.051(1)(e)	ORS 659A.029	OAR 581-021-0047
ORS 332.505	ORS 659A.030	OAR 581-021-0650 - 0665
ORS 408.230	ORS 659A.040	OAR 581-022-2310
ORS 659.805	ORS 659A.103 - 659A.145	OAR 581-022-2370
ORS 659.815	ORS 659A.230 - 659A.233	OAR 581-075-0001 - 075-0005
ORS 659.850 - 659.860	ORS 659A.236	OAR 581-075-0901
ORS 659.865	ORS 659A.309	OAR 839-003
ORS 659A.001	ORS 659A.321	
ORS 659A.003	ORS 659A.409	

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~~4~~).

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).

Cross Reference(s):

ACA - Americans with Disabilities Act

ACB - All Students Belong

JBB - Educational Equity

GBA - Equal Employment Opportunity

GBEA - Workplace Harassment

JB - Equal Educational Opportunity

KL - Public Complaints

⁶ Training must first be completed by June 30, 2025.

Sheridan School District 48J

Code: GBN/JBA-AR(1)
Revised/Reviewed: 11/17/99; 3/21/12; 6/20/12;
8/16/17; 10/17/18; 11/14/18;
12/16/20
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
Dorie Vickery	Superintendent	971-261-6959	dorie.vickery@sheridan.k12.or.us

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 final¹.

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 20 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 20 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.

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.

¹ 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 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.

Sheridan School District
435 S Bridge St, Sheridan, OR 97378 | 971-261-6959

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: _____

Sheridan School District
435 S Bridge St, Sheridan 97378 | 971-261-6959

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: _____

Sheridan School District 48J

Code: GBN/JBA-AR(2)
Adopted: 12/16/20

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.¹

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent² and requesting that the district investigate the allegation of sexual harassment.³

“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.⁴ 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.

Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties⁵ written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

¹ This standard is not met when the only official with knowledge is the respondent.

² “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

³ A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

⁴ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

⁵ Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁷
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁸ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

⁶ Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

⁷ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁸ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.⁹ Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹⁰ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

⁹ This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹⁰ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

Determination of Responsibility

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the clear and convincing evidence¹¹ standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions the district imposes on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions¹² may include:

1. Discipline up to and including suspension and expulsion;

¹¹ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹² Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.¹³

Dismissal of a Formal Complaint

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
1. Did not occur in the district's education program or activity¹⁴; or
2. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.

Consolidation of Complaints

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

¹³ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁴ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties.

Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: [90] days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁵ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁶

Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudice of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.

¹⁵ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁶ This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

Sheridan School District 48J

Code: JBA/GBN-AR(1)
Revised/Reviewed: 3/21/12; 6/20/12; 8/16/17;
10/17/18; 11/14/18; 12/16/20
Orig. Code: JBA/GBN-AR

Sexual Harassment Complaint Procedure

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

Name	Position	Phone	Email
Dorie Vickery	Superintendent	971-261-6959	dorie.vickery@sheridan.k12.or.us

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 final¹.

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 20 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 20 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.

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.

¹ 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).

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.

Sheridan School District
435 S Bridge St, Sheridan, OR 97378 | 971-261-6959

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: _____

Sheridan School District
435 S Bridge St, Sheridan 97378 | 971-261-6959

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: _____

Sheridan School District 48J

Code: JBA/GBN-AR(2)

Adopted: 12/16/20

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.¹

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent² and requesting that the district investigate the allegation of sexual harassment.³

“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.⁴ 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.

Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties⁵ written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

¹ This standard is not met when the only official with knowledge is the respondent.

² “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

³ A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

⁴ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

⁵ Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁷
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁸ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

⁶ Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

⁷ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁸ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.⁹ Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹⁰ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

⁹ This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹⁰ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

Determination of Responsibility

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the clear and convincing evidence¹¹ standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions the district imposes on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions¹² may include:

1. Discipline up to and including suspension and expulsion;

¹¹ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹² Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.¹³

Dismissal of a Formal Complaint

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
1. Did not occur in the district's education program or activity¹⁴; or
2. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.

Consolidation of Complaints

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

¹³ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁴ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties.

Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: [90] days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁵ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁶

Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudice of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.

¹⁵ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁶ This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

Sheridan School District 48J

Code: JFE
Adopted: 6/18/25

Pregnant and/or Parenting Students

A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district-sponsored activities. The district shall ensure that pregnant and/or parenting students receive special services as necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law. The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community.
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare, transportation, career development and health and nutrition services to pregnant and/or parenting students.
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.
5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

The superintendent or designee will develop guidelines^{1} necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 336.640](#) [ORS 336.010](#) [ORS 336.030](#)

[OAR 581-021-0046](#)

[OAR 581-023-0100](#)

¹ {Guidelines are required according to ORS 336.640 but does not rise to the level of an administrative regulation. A sample form is available to support developing a student's required individual written plan (OAR 581-023-0100(3)).

Sheridan School District 48J

Code: JFE
Adopted: 1/18/95
Readopted: 6/20/12
Orig. Code: JFE

Pregnant and/or Parenting Students**

The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district-sponsored activities. The district shall ensure that pregnant and/or parenting students receive special services as necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law. The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community.
2. Facilitate the provision of such services, including counseling, life skills and parenting education, childcare, transportation, career development and health and nutrition services to pregnant and/or parenting students.
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.
5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

[When a district employee is notified of a student's pregnancy or related condition by the student or a person who has a legal right to act on behalf of the student, the employee will provide notice to that person. The notice will include:

1. The Title IX Coordinator's contact information;
2. That the Title IX Coordinator can coordinate specific actions to prevent discrimination and ensure the student's equal access to the district's education program or activity;
3. The district's responsibilities under Title IX; and
4. The district's notice of nondiscrimination.]

[The student will be allowed access to a lactation space¹ [described in Board policy GBDA – Expression of Milk [or Breastfeeding]].]

The superintendent [or designee] will develop guidelines^{2} necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 336.640](#)
[ORS 339.010](#)

[ORS 339.030](#)
[OAR 581-021-0046](#)

[OAR 581-023-0100\(3\)](#)

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 (2024).

DELETED

¹ A lactation space must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. (34 CFR 106.40(b)(3)(v))

² {Guidelines are required according to ORS 336.640 but does not rise to the level of an administrative regulation. A sample form is available to support developing a student's required individual written plan (OAR 581-023-0100(3)).}

[Date]; [Initials]

Pregnant and/or Parenting Students** – JFE