

Regular Meeting  
Wednesday, August 14, 2024 6:00 PM

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

## **Agenda**

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Board Organization**
  - 3.A. Election of Board Chair and Vice Chair
4. **Approval of Agenda - Action Items**
  - Consent Agenda**
  - 4.A. Meeting Minutes
    - 4.A.1. Regular Board Meeting - June 12, 2024
  - 4.B. New Hires, Resignations
5. **Presentations**
  - 5.A. SHS Cheer
    - 5.A.1. Action Item - Approval of Out-of-State travel for Sheridan High School Cheer Team
  - 5.B. SEDCOR
6. **Public Input**
7. **Administrative/Program Reports**
  - 7.A. Faulconer-Chapman School  
**Presenter:** Adam DeLatte
  - 7.B. Sheridan High School  
**Presenter:** Patrick Schrader
  - 7.C. Superintendent Report  
**Presenter:** Dorie Vickery
  - 7.D. Fiscal  
**Presenter:** Karen Daniels
8. **New/Unfinished Business**
  - 8.A. Board Committees
9. **Action Items**
  - 9.A. Dairy RFP
  - 9.B. SYSCO RFP
  - 9.C. Bread RFP
  - 9.D. 2024/2025 Board Calendar
  - 9.E. Superintendent/Board Agreement
  - 9.F. 2024/2025 Organizational Procedures
10. **Topics For Next Meeting**
11. **Board Comments**
12. **Next Regular Meeting Date: Wednesday, September 18 at 6:00 P.M.**
13. **Upcoming Events**
  - 13.A. August 19 - Long Range Facility Plan at 6:00 pm.
  - 13.B. August 22 - New Employee Orientation Lunch. 11:00 at District Office

- 13.C. August 26 - All District Welcome Back. 7:30 - 8:15, SHS Cafeteria
- 13.D. September 3 - First Day of School K-6th grade & 9th-12th grade
- 13.E. September 4 - All students attend
- 13.F. September 16 - Long Range Facility Plan Committee 6:00 pm
- 13.G. September 18 - School Board Meeting

14. **Adjournment**

Regular Meeting  
Wednesday, June 12, 2024 6:00 PM

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

## Meeting Minutes

### 1. Pledge of Allegiance

### 2. Roll Call

x	<b>Michael Griffith, Director</b>
x	<b>Larry Deibel, Director</b>
x	<b>Samantha Bagby, Chair</b>
x	<b>Rubi Ramirez, Vice-Chair</b>
x	<b>Scott Burke, Director</b>

	<b>Cherish Niehus, Student Representative</b>
	<b>Diamond Steele, Student Representative</b>

### 3. Approval of Agenda - Action Items Consent Agenda

#### 3.A. Meeting Minutes

3.A.1. Budget Committee Meeting Minutes - June 3, 2024

3.A.2. Regular Board Meeting - May 15, 2024

#### 3.B. New Hires, Resignations, Transfers

**Motion** - Scott

**Second** - Larry

### 4. Public Input

### 5. Budget Hearing

5.A. Public Comment Regarding 2024/2025 Budget

Hearing opened at 6:01

No comment regarding budget

Hearing closed at 6:02

## 6. Presentations

### 6.A. SHS Cheerleaders

~~6.A.1. Vote: SHS Cheerleading out of state trip~~

## 7. Administrative/Program Reports

### 7.A. Faulconer-Chapman School

**Presenter:** Adam DeLatte

Track ended with 50 athletes competing this year. Drama club was a huge success and had a large number of students. They performed on May 23rd at SHS.

FCS band and choir performed with SHS on May 29th and 30th.

4th and 5th graders had their fishing trip May 31st.

Attendance increased this year for K-5 to 89.12% for the year, 6-8 is 92.8% for the year.

Adam highlighted Mitch Chadwick, Jesse McMillin and Keely Jones-Dearth.

School registration is August 14-15, Kinder transition camp is August

### 7.B. Sheridan High School

**Presenter:** Patrick Schrader

Graduation was June 8th, 26 seniors graduated. Patrick recognized staff who played a key part in graduation. Seniors earned over 80 college credits before graduation.

There was a huge reduction in cell phone use this year in the classroom.

Behavior supports available at the high school: Dean of Students and Graduation Coach help with student behavior.

For the 24/25 school year the high school is fully staffed. Hired another Ag teacher, FCS science teacher will be teaching some courses at SHS next year.

Fall sports have been meeting and participating in camps. Participation numbers have increased as well.

Board member asked about credit recovery over the summer.

There will be credit recovery over the summer, Freshmen and Juniors who were credit deficient were invited to sign up for credit recovery. Sophomores were then invited, and now it is open to any students who want to work on credit recovery.

### 7.C. Superintendent Report

**Presenter:** Dorie Vickery

The 24/25 school year math and health curriculum will need to be adopted. 25/26 school year will be social sciences. The State has a seven year cycle for curriculum.

Board member asked about the current budget allocated to purchasing new chromebooks for next year.

\$50,000 was allocated in the budget for technology.

Dorie shared about a social media mental health lawsuit that she was contacted about.

Dorie discussed the four-day week survey results. Dorie shared some of the comments from staff, parents and students from the survey.

Dorie discussed a possible MOU with the Confederated Tribes of Grand Ronde. Dorie shared

the current partnerships the district currently has with CTGR.  
Dorie shared that next year there will be a new charter agreement with SHAPA, classified contract negotiations, and fiscal certified contract negotiations.

7.D. Fiscal

**Presenter:** Karen Daniels

Interim audit will be happening soon. Karen will be attending the OASBO conference this summer.

8. **New/Unfinished Business**

8.A. July Board Meeting

8.B. 2024/2025 Board Calendar

Will move August meeting to the 14th, will not meet in July. Will add possible dates for board work sessions.

~~8.C. MOU - CTGR~~

9. **Action Items**

9.A. Vote: Resolution 24-09 Adopting the Budget

**Motion** - Rubi                      **Second** - Scott

Motion passes unanimously

Samantha read the budget adoption statement.

10. **Topics For Next Meeting**

11. **Board Comments**

Samantha - Shared her students will be enrolled in SHAPA next year and will be traveling out of the state next year.

12. **Next Regular Meeting Date:** ~~Wednesday, July 17 at 6:00 P.M.~~ **Wednesday, August 14 at 6:00 P.M.**

13. **Upcoming Events**

13.A. Sheridan Hometown Days - June 14th & 15th

13.B. Long Range Facility Plan Committee - June 17th at 6:00 pm

14. **Adjournment**

Meeting adjourned at 7:00 pm

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Board Chair

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Superintendent

New Hires:

- Jennifer Lookabaugh - 2nd Ag SHS
- Patrick Grauer - JV BBB Coach
- Shelton Yates - Head BBB Coach
- Amie Greenlaw - SpEd IA SHS
- Krysten Sideras - SpEd IA
- Kathleen Gallagher - ELA FCS
- Rebecca Boris - District Nurse
- Tiffany Andreas - SpEd IA
- Skylee Rios - SpEd IA
- Pam Milliren - SpEd IA
- Esperanza Garcia-Lopez - Science Teacher FCS
- Sarah Hillyard - Athletic Director
- Kimberly Ward – Media Specialist SHS

Resignations:

- Rachel Baker - Media Specialist Library SHS
- Emily Chadwick - Teacher FCS
- John Taylor – Athletic Director SHS, Student Manager SHS
- Jesse McMillin – Science Teacher FCS



# **BARBARA ROBERTS CTE CENTER**

**Project Report**

**August 2024**

# BACKGROUND

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When Superintendent Dorie Vickery joined the Sheridan School District in the summer of 2020, the School Board already had a vision of developing a regional CTE program to serve the West Valley of Oregon's Polk and Yamhill counties.

In June of 2021 the Sheridan School District was awarded \$1.9mm through a legislative ask, sponsored by Representative David Gomberg, to purchase a manufacturing facility adjacent to the high school, with the intent of developing a regional CTE center. The school district did purchase the facility, using those state funds, and hired consulting firm Emerald Flash to manage the capital fundraising campaign.

After receiving \$75,000 from United Way in 2022 to bring Bric Architecture on board and securing a \$500,000 grant through a joint ask of Congressionally Directed Spending by Representatives Merkley and Wyden, to invest in truck driving simulators, the school district received a \$1.4mm ARPA funds award from Yamhill County commissioners for architectural and programmatic development of the new CTE Center. Once those funds were secured, the school district hired Otak as the project manager. Later, through an RFP process, Bremik Construction was chosen as the development partner.

SEDCOR had been working with Superintendent Vickery and Board Chair Bagby since the fall of 2021 to find resources and support events associated with the new facility. Notably, Abisha Stone worked with Superintendent Vickery and Ron Hayes with Emerald Flash to successfully secure county ARPA funds and compiled industry data to support the development of pathway selection. Abisha began identifying pathway committee members (businesses) in early 2022 and in September of 2023, the School District entered into a service contract with SEDCOR to ensure continued support for advisory committee management, pathway programmatic development and fundraising planning for material and financial donations from industry partners. The following workplan was built into that service contract.



## PROJECT HIGHLIGHTS

**4**

**Industry Advisory  
Committees Formed**

**17**

**Industry Partners  
Engaged**

**15+**

**Large Donation  
Requests Made**

**14**

**Project & Industry  
Advisory Committee  
Meetings Held**

# WORKPLAN

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As the regional economic development organization serving the Mid-Willamette Valley, SEDCOR has a long history connecting industry needs with school district resources to develop workforce development programs such as Sheridan School District's Barbara Roberts CTEC. Based on the needs you have outlined, SEDCOR proposes a contract with the Sheridan School District to perform the following services:

## 1. Board and Committee Management

### a. Develop and manage a CTE Program Advisory Board

- i. Ensure that participants meet statewide and district requirements for participation, and are mission aligned with the program
- ii. Convene Board meetings which are to be held at least quarterly and whenever immediate needs arise

### b. Maintain a pathway-representative committee of industry advising partners (Industry Advisory Committee) for each of the four program pathways (Diesel, Fire Science, Ag-tech, Manufacturing)

- i. Ensure each Industry Advisory Committee (IAC) meets at least quarterly and whenever immediate needs arise
- ii. Ensure that each IAC is included in facility layout and program/curriculum development

## 2. Develop and Foster Strategic Partnerships with Employers; specifically:

### a. Strengthen relationship with the Confederated Tribes of Grand Ronde (CTGR)

- i. Work to meet their needs as an employer
- ii. Identify potential for CTE program support (grants, youth workforce development programming, shared-space programming, etc.)
- iii. Lay the groundwork for phase 2 of CTE program development – Hospitality and Tourism

### b. Industry/Employer Engagement

- i. Identify additional support these employers may be able to provide
- ii. Engage each IAC member/employers in the development of general workforce skills guidelines for each pathway
- iii. Provide industry exposure/access to CTE educators

## 3. Develop and Foster Strategic Partnerships with Local and Regional Funders

### a. Work with Emerald Flash to support state and federal grant applications

### b. Expand current development plan to include local foundations and other funders

### c. Set funding and program donation goals in partnership with Emerald Flash

- i. Develop a timeline and execute against established goals



# Original Contract Timeline

Activity	Support Needed	2023		2024			
		Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug
Develop Advisory Board	Dorie's Input Meeting Space Snacks						
Develop Additional Industry Adv. Committees	Meeting Space Snacks						
Hold Advisory Board Meetings	Meeting Space Snacks		X		X		X
Hold Industry Advisory Committee Meetings	Meeting Space Snacks	X		X		X	
Create Development Plan for Foundations & Industry	Dorie's Input Emerald Flash						
Fire Science Program Development	Industry Partners Educators Meeting Space						
Ag-Tech Program Development	Industry Partners Educators Meeting Space						
Diesel/Heavy Equipment Program Development	Industry Partners Educators Meeting Space						
Manufacturing Program Development	Industry Partners Educators Meeting Space						



# INDUSTRY ADVISORY COMMITTEES AND PROGRAMMATIC DESIGN



For some of the pathways, program development has a fairly prescriptive approach. For example, the Firefighting and EMT pathway will be designed to address very clear national standards for Fire and EMT certifications, with consideration to the age of the participant. Some pathways require a different approach to program development due to the breadth of the industry and the extent of options for certification. The Manufacturing pathway is a good example of an industry with a very large reach and abundant opportunity for programmatic design. This is why industry engagement is vital in not just establishing CTE programs, but in maintaining them ongoing – to ensure these programs stay up-to-date and relevant.

SEDCOR has been working in partnership with school district staff, Board Chair, Bagby, and the Project Advisory Committee to build out these individual pathway advisory committees, comprised of industry professionals and CTE educators. Each pathway has a list of existing advisory committee members and/or a list of potential committee members, our current list of certification goals and a general outline of program structure. All these programs are subject to change, based on future school district educator input, changes to industry standards, project timelines and industry participation in the overall project.



# FIRE SCIENCE AND EMT PATHWAY



## Committee Members & Contact Information:

Les Thomas  
Fire Chief  
Sheridan Fire Department  
lthomas@sheridanfd.org  
503-843-2467

Ian Yocum  
Fire Chief  
Amity Fire District  
afire@amityfire.com  
503-507-1020

Twyla Plummer  
Director of Operations, Outpatient Clinics  
Adventist Health  
plummeta@ah.org  
541-921-7499

## Potential Committee Members:

Elise Yarnell-Holloman  
Owner - Rallied Force  
Director of Access - Providence Medical  
elise.yarnell@ralliedforce.com

## Program Design

This program will blend several existing training programs to incorporate fire science basics and basic EMT training and principles. Currently the advisory committee is looking to combine the Fire Explorer and Medical Explorer programs which are nationally recognized high-school level programs, providing career introduction and age-appropriate training in the medical and firefighting fields. They offer hands-on experience, leadership training and college and career readiness.

## Certifications and Certifying Entities

- EMT Basics
- Firefighter 1
- Basic BLS/CPR



# MANUFACTURING PATHWAY



## Committee Members & Contact Information:

Brett Lang  
Production Manager  
Forest River  
blang@forestriverinc.com

Jim Sieber  
Purchasing Manager  
Forest River  
jsieber@forestriverinc.com  
503-376-8141

Collin Gyenes  
Owner  
Techtonics Tuning  
collin@techtonicstuning.com  
503-843-2700

Shelley Ward  
PHR/Safety Manager  
Hampton Lumber  
shellyward@hamptonlumber.com  
503-876-1314

Susan Jurasz  
Owner  
SeaReach  
susan@seareach.com  
503-843-2005

Loren Blanchard  
Production Manager  
A-dec  
loren.blanchard@a-dec.com

## Program Design

In this program, the youth will develop an understanding of the manufacturing process, proficiency in welding (MIG, Stick, TIG), entry-level skills in machining with lathes and mills, precision measurement skills needed to be successful in any manufacturing-related project, applied mathematics, advanced communication skills and jobsite skills by doing piece work for local manufacturer and creating independent projects for local clients.

We are currently working with our advisory committee members to pin down piece work opportunities for the youth. It's important to have a product or "widget" for the youth to build, in order to develop industry best practices, standard operating procedures and quality specs that are specific to a product and manufacturing type. Our biggest hurdle in pinning this down is the timeline to open the facility and our partners' ability to commit to product and volume given the unknown of a go-live date.

## Certifications and Certifying Entities

- OSHA 10
- Forklift Certification
- CPR and First Aid
- Welding (pre-apprenticeship)



# AGRI-BUSINESS PATHWAY

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## Committee Members & Contact Information:

Tim Ray  
Dean of Agricultural Sciences and Technology  
Chemeketa Community College  
tray20@chemeketa.edu

Jeff Freeman  
Chief Strategy and Marketing Officer  
Marion Ag Services  
jeff@marionag.com  
503-800-1576

Jeff Stone  
President  
Oregon Association of Nurseries  
jstone@oan.org

## Program Design

The BR CTEC agri-business pathway will be focused on the nursery and greenhouse industry. The nursery industry is Oregon's largest agricultural sector (\$1.5+ billion) and the third largest in the country.

Our program will incorporate all aspects of the nursery business from soil health and amendments to plant genetics, to the supply chain and contracting of materials and finished product.

Students in this program will have access to industry professionals at all levels, from agronomists to CEOs. We are working to develop a program that offers our youth exposure to all the aspects of a business and ultimately encourages students to transfer to Chemeketa's ag-program or consider a career pathway through higher-ed, like OSU's College of Agricultural Sciences.

## Certifications and Certifying Entities

*To Be Announced*



# DIESEL TECH & HEAVY EQUIPMENT OPERATION PATHWAY



## Committee Members & Contact Information:

Matt Smith  
Regional Facilities Manager  
Papé  
msmith@papemachinery.com

Jordan Bermingham  
Dean of Emergency Services and Diesel Technology  
Chemeketa Community College (Brooks Campus)  
jordan.bermingham@chemeketa.edu

## Potential Committee Members:

Billy Dover  
Tyree Oil  
billy.dover@tyreeoil.com

Stephen Bjorlin  
Business Development Manager  
Global Logistics Inc.  
stephenbjorlin@glifreight.com  
503-296-0454

## Program Design

This pathway is being designed in partnership with Chemeketa Community College (CCC) as a feeder program into the CCC Diesel Technology two-year associate degree program and CCC's four-week Commercial Driver License (CDL) program.

The diesel tech program will offer students experience working with many types of diesel equipment, including agricultural, construction, forestry, semi-truck and earth moving equipment. They will learn machine fundamentals, hydraulics, fuel systems, transmissions, torque converters, final drives, industry safety standards and the fundamentals of troubleshooting systems. Sheridan School District is currently the only high school in Oregon to have three truck driving simulators, allowing our students to gain experience with operating large equipment that they would not otherwise have access to until they're 18+ years of age and enrolled in a certification program.

## Certifications and Certifying Entities

*To Be Announced*



# DONATION & INDUSTRY CONTRIBUTIONS

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Another component of SEDCOR's contract work with the Sheridan School District is to identify and pursue donation opportunities within SEDCOR's local and state partner network. To date we have shared in some successes, and we still have a few asks-of-support outstanding. Here are the highlights of those activities:

## Forest River

Completed: We requested a competitive quote and donation consideration for the simulator trailer which was originally quoted at \$109,300 from Virage. Forest River was eager to support our project and offered us an improved product design and quote of \$70,095 – saving the district \$39,205. They were also able to bring our lead time down from 12 months to 4 months (from time of order).

Pending: We have asked Forest River to consider sponsoring/co-sponsoring the trailer wrap.

## Knife River

Pending: We have asked Knife River for a donation of aggregate and concrete materials for site prep. Their donation program requires us to have a student in the school whose parent works for Knife River. We have identified a parent sponsor of the donation ask and are waiting to hear back from Knife River on what our next steps are.

## Riverbend Materials

Completed: We requested a donation of aggregate material for site prep. Riverbend offered us a discounted price for aggregate, for a savings of \$28,500.

Pending: We have asked for a donation or price break on concrete. Bremik is working with them to determine product spec and quantity to secure a quote.

## Cascade Steel/Radius Recycling

Pending: We have asked for a donation of metal materials for construction. They have offered to support our need for rebar. A list of materials needed has been provided to them for response and we are waiting to hear back. They have also offered to be our materials recycling partner for the demolition project. We still believe there is an opportunity for a larger support ask once we have secured 50% or more of the construction funding, through their foundation arm.



## **Papé**

Completed: We asked Pape to be a title sponsor (with naming rights) for the diesel tech pathway and they declined to participate at this time. They are still engaged, enthusiastic industry advisory committee participants and I believe there are future opportunities for deeper engagement.

## **AgWest Farm Credit**

Pending: We asked AgWest to determine project eligibility for funding through their community impact grant program (often \$5,000 or less). They determined that our project may qualify for a larger giving opportunity through their annual Local Advisory Committee giving program which range from \$10,000 - \$100,000 and invited us to apply in the spring.

## **Salem Contractors Exchange**

Pending: We submitted a request to the Contractors Exchange to share our need for donation support of the demolition process. They manage a network of 1,200+ contractors in our region and have been including our request in their monthly newsletter. This activity began in July and I would expect to get responses (if we see any), after September, when the industry slows down.

## **Marion Ag Services**

Pending: We invited Marion Ag Services to consider a naming opportunity for the agri-business pathway and are awaiting their response.

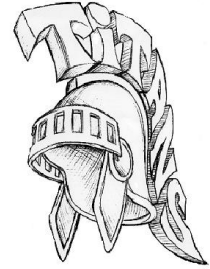


SEDCOR also continues to provide letters of support for all state, federal and applicable foundation funding applications being submitted by our new fundraising partner, Just Look Left. We also supported the recent federal funding ask through Congresswoman Salinas' office and are now working with her new staffer, Alexander O'Keefe to stay apprised of future federal funding options.

It takes time to build trusting relationships with local businesses and funding partners and we are working hard to find the right partners, at the right time, for support of this project.

SEDCOR  
Abisha Stone  
Economic Development Manager - Yamhill County  
astone@sedcor.com  
www.sedcor.com

# FCS August Board Report



## **New Year Planning**

Staff are beginning to return and are working hard to prepare for the new school year. We are excited to move forward with our second year of the modified 4-day schedule and have made adjustments to improve our Friday plans. This year we will increase our in building opportunities for students on Fridays and also modify our PD and committee meeting schedules based on staff feedback.

## **Staffing**

Currently, FCS has one licensed position to fill, middle school Science. We are excited to have two new certified teachers we've added to our team. Esperanza Garcia is joining us as a 6-8 Science teacher and Katie Gallagher is joining us as a 6-8 Language Arts teacher. Both Katie and Esperanza have been in the building preparing their new classrooms and are eager to get started.

## **Facility**

Our custodial team has been hard at work these last few months. Even while being short-handed they are doing an excellent job of addressing building needs and the campus looks nearly ready for students to return already!

## **Fall Inservice**

Staff return August 26th for inservice week. During inservice week we will be training staff on the rollout of our Power School, our new school management system. This is a significant upgrade and will make the daily operation of attendance, grades, and information access much easier for staff and parents alike. That being said, there will be a learning curve that naturally comes with new technology and we are thankful that both Cale and our registrar Nicole are prepared to help.

## **Upcoming Dates**

August 14th & 15th	School Registration
August 19th-22nd	Kindergarten Transition Camp
August 22nd	New Employees Return
August 26th	All Staff Return

# SHS August 2024 Board Report

Submitted by Patrick Schrader  
Principal, Sheridan High School



## 2024-25 Startup

Registration is this week and we are looking forward to seeing all of our new and current Spartans.

We were able to hire Jennifer Lookabaugh to fill our vacant Agriculture Sciences Positions. Jennifer comes to us from Maui, Hawaii, where she has been working as an Grant Management Specials for Maui County. Jennifer has previously taught in Hawaii and the Alsea School District here in Oregon. With her coming on board we are able to go from one section of Agriculture Mechanics to three. As well, she will teach Animal and Veterinary Sciences.

We are currently in the process of hiring a new Library Media Specialist. We have four great candidates and we should have that position filled by the end of the week.

Sarah Hillyard is joining our office as the new office secretary. Many of you probably know Sarah as she is well known in the community and has been the HS Cheer Coach for the past several years.

Our only staffing change this year is that Chris Harmon has transitioned from the middle school to teach English Language Arts at the High School level.

As a result of last year's learning around required instructional hours, our four-day instructional schedule, and snow days, we will be starting school for all students on September 3rd. In the past we have had only 9th grade students in the building on the first day. Because of this delayed start for 10th-12th grade and snow days last year, we had to add an instructional day in the spring to meet ODE requirements. Hopefully, this will keep us from any issues in the future. We will be having an orientation day for our incoming 9th graders, led by our leadership class, near the end of August.

That's all I have for now. Thanks for all you do!



# Superintendent Report

August 2024



# 24-25 Grants

High School Success, \$178,639.96: ODE made a calculation error and our grant for the 24-25 school year is \$30K less than expected. This means we have less funding available for AVID and CTE materials/supplies. The grant funds 1.25 FTE CTE teachers and a .5 FTE classified position.

Student Investment Account, \$818,651.75: The SIA provides funding for four licensed positions and two and a half classified positions. It also covers our contract with Yamhill County Mental Health.

# Strategic Plan - Year 2

Our work with Studer Education continues:

1. Fall surveys, Parent/Caregiver Experience, Student Experience, and Employee Experience
2. Each survey is followed by a Survey Results Rollout with staff. Results are reviewed, and action steps are made regarding the two lowest scored items.
3. Brent will be here August 26 to work with our District Leadership Team on the creation of scorecards. This is a tool used to measure our action steps within each of the pillars.

# Roberts CTEC

Truck Driving Simulators - Creating opportunities for community and regional leaders to tryout the simulators and learn about Roberts CTEC.

Demolition of the current building - Need to make a decision as to when to demo the current building.

Ignite Pathways - Rural CTEC in Woodbine, Iowa. District enrollment 500 students, Woodbine population about 1700.

# Inservice Week: August 26 - 29

Monday - All District Welcome Back, 7:30 - 8:15 followed by building level staff meetings. The DLT will meet with Brent 12:15 - 3:15.

Tuesday - PowerSchool training for teachers, 9:00 - 12:00; building level meetings.

Wednesday - Teacher work day and committee meetings

Thursday - Teacher work day

Questions or Comments?

Board Meeting Financial Report  
August, 2024

Included Documents

- General Fund Budget Update
- Appropriations Check
- PreAudit Board Communication
- Monthly Check Register

Current Events

- Fiscal Year Wrap-up
- FY25 Employment Contracts/Payroll Setup
- OASBO Summer Conference

Future Events

- Preliminary Audit Work

100 GENERAL FUND		As of July 31, 2024						
Revenue	SOURCE	BUDGET	AWARD	YEAR TO DATE	RECEIVABLE ENCUMBRANCE	TOTAL	BALANCE	Year to Date % of Budget
R1111	CUR YR TAXES	1,950,000		-	1,950,000.00	1,950,000.00		
R1510	INTEREST ON INVESTMENTS	150,000		18,777.73	131,222.27	150,000.00		12.52%
R1990	MISC	5,000		-	5,000.00	5,000.00		
R3101	SSF- GEN SUPPORT	10,737,391		1,820,555.00	8,916,836.00	10,737,391.00		16.96%
R3103	COMMON SCH FUND	120,000		-	120,000.00	120,000.00		
R3299	RESTR GRANTS OTHER	127,240		-	127,240.00	127,240.00		
R5200	INTERFUND TRANSFERS	100,000		-	-	-		
R5400	BEGINNING FUND BALANCE	1,200,000		-	-	-		
<b>Revenue Totals:</b>		<b>14,389,631</b>		<b>1,839,332.73</b>	<b>11,250,298.27</b>	<b>13,089,631.00</b>		<b>90.97%</b>
Expenses	DESCRIPTION	BUDGET	UPDATED	YEAR TO DATE	REC/ENC	TOTAL	BALANCE	% of Budget
111	LICENSED SALARIES	3,383,592		-	3,413,473.75	3,413,473.75	(29,881.75)	
112	CLASSIFIED SALARIES	1,030,468		8,389.17	988,904.88	997,294.05	33,173.95	0.81%
113	ADMIN SALARIES	485,860		40,950.67	450,457.33	491,408.00	(5,548.00)	8.43%
114	MANAGER	165,736		13,811.43	151,925.70	165,737.13	(1.13)	8.33%
118	CONFIDENTIAL	119,981		10,193.19	173,565.06	183,758.25	(63,777.25)	8.50%
130	ADDL SALARY	250,480		8,840.16	224,544.19	233,384.35	17,095.65	3.53%
211	PERS EMPLYR CONTRIB	1,252,553		21,063.08	1,349,528.33	1,370,591.41	(118,038.41)	1.68%
212	PERS EMPLOYEE CONTRIB	318,907		4,131.17	303,467.30	307,598.47	11,308.53	1.30%
220	SOC SEC ADMIN	416,062		6,273.81	408,302.64	414,576.45	1,485.55	1.51%
231	WRKRS COMP	30,292		580.54	26,032.45	26,612.99	3,679.01	1.92%
241	MEDICAL	1,137,050		21,082.23	1,085,357.42	1,106,439.65	30,610.35	1.85%
250	PAID LEAVE OR	27,547		399.56	27,104.87	27,504.43	42.57	1.45%
310	INST/PROF/TECH SERVICES	5,000		-	-	-	5,000.00	
319	OTHR INST/PROF/TECH	168,000		1,773.40	23,000.00	24,773.40	143,226.60	1.06%
322	REPAIR & MAINT SERVICE	35,615		1,919.05	19,190.00	21,109.05	14,505.95	5.39%
324	RENTALS	2,000		328.68	991.32	1,320.00	680.00	16.43%
325	ELECTRICITY	127,000		235.16	126,764.84	127,000.00	0.00	0.19%
326	FUEL	55,500		-	45,500.00	45,500.00	10,000.00	
327	WATER & SEWAGE	48,500		-	47,000.00	47,000.00	1,500.00	
328	GARBAGE	16,500		-	16,500.00	16,500.00	0.00	
331	REIMBURS STDNT TRANS	440,000		-	440,000.00	440,000.00	0.00	
332	NONREIMBURS STDNT TRANS	47,500		-	47,500.00	47,500.00	0.00	
340	TRAVEL	30,250		330.00	7,189.16	7,519.16	22,730.84	1.09%
351	TELEPHONE	14,100		793.21	13,306.79	14,100.00	0.00	5.63%
353	POSTAGE	8,100		952.00	5,448.00	6,400.00	1,700.00	11.75%
354	ADVERTISING	4,500		-	4,000.00	4,000.00	500.00	
355	PRINTING BINDING	51,250		1,334.00	37,174.00	38,508.00	12,742.00	2.60%
360	CHART SCHOOL PYMT	2,578,793		547,985.60	2,364,014.40	2,912,000.00	(333,207.00)	21.25%
371	TUITION W/IN STATE	180,000		-	67,400.00	67,400.00	112,600.00	
381	AUDIT SRVS	13,500		3,500.00	13,105.00	16,605.00	(3,105.00)	25.93%
382	LEGAL SRVS	25,000		-	15,000.00	15,000.00	10,000.00	
388	ELECTION	250		-	-	-	250.00	
389	OTHER PRCHSD SERVICES	351,000		230.40	81,150.36	81,380.76	269,619.24	0.07%
410	CONSUMB SUP MAT	109,300		873.13	99,713.83	100,586.96	8,713.04	0.80%
420	TEXTBOOKS	55,000		2,466.75	17,766.00	20,232.75	34,767.25	4.49%
430	LIB BOOKS	2,550		-	-	-	2,550.00	
440	PERIODICALS	9,720		5,160.00	4,164.00	9,324.00	396.00	53.09%
460	NONCONSUM ITEMS	39,400		-	14,303.58	14,303.58	25,096.42	
470	COMPUT SOFTWR	52,525		15,919.92	12,924.05	28,843.97	23,681.03	30.31%
480	COMPUT HDW	30,500		-	-	-	30,500.00	
640	DUES & FEES	29,250		4,752.27	19,919.95	24,672.22	4,577.78	16.25%
651	LIABILITY INS	136,000		149,308.00	-	149,308.00	(13,308.00)	109.79%
710	FUND MODIFICATIONS	100,000.00		-	-	-	100,000.00	
810	PLANNED RESERVE	200,000.00		-	-	-	200,000.00	
820	RESERVED FOR NEXT YEAR	800,000.00		-	-	-	800,000.00	
<b>Expense Totals:</b>		<b>14,385,131</b>		<b>873,576.58</b>	<b>12,145,689.20</b>	<b>13,019,265.78</b>		
	SOURCE	BUDGET	UPDATED	YEAR TO DATE	REC/ENC	TOTAL	BALANCE	% of Budget
Balance Based On				Revenue	Expenditures	Balance		
Year to Date Actuals				1,839,332.73	873,576.58	965,756.15		
Actuals + Receivables/Encumbrances				13,089,631.00	13,019,265.78	70,365.22		

**SHERIDAN SCHOOL DISTRICT**  
**General Fund Revenue and Expenditure Summary Report**  
**As of July 31, 2024**

REVENUE	2024-25 Budget	2024-25 YTD Actuals
<b>Local Revenue:</b>		
Current Year Taxes	\$ 1,950,000	\$ -
Interest	\$ 150,000	\$ 18,778
Recovery of Prior Year Expenses	\$ -	\$ -
Other Revenue	\$ 5,000	\$ -
County School Funds	\$ -	\$ -
ESD Flow-Through	\$ -	\$ -
<b>State Revenue</b>		
State School Fund	\$ 10,737,391	\$ 1,820,555
Common School Fund	\$ 120,000	\$ -
Other State Revenue	\$ 127,240	\$ -
<b>Federal Revenue</b>		
Federal Revenue	\$ -	\$ -
Interfund Transfers	\$ 100,000	\$ -
Beginning Fund Balance	\$ 1,200,000	\$ -
<b>Total Revenue</b>	<b>\$ 14,389,631</b>	<b>\$ 1,839,333</b>

EXPENDITURES	Budget	YTD Actuals	Encumbrances	Estimated Totals	Over/Under Budget
<b>By Function</b>					
Instruction	\$ 9,120,072	\$ 559,449	\$ 8,586,630	\$ 9,146,079	(26,006.79)
Support Services	\$ 4,169,559	\$ 314,127	\$ 3,708,368	\$ 4,022,495	147,064.01
Community Services	\$ -	\$ -	\$ -	\$ -	0.00
Building Improvements	\$ -	\$ -	\$ -	\$ -	0.00
Debt Service	\$ 100,000	\$ -	\$ -	\$ -	0.00
Contingency	\$ 200,000	\$ -	\$ -	\$ -	0.00
Ending Fund Balance	\$ 800,000	\$ -	\$ -	\$ -	0.00
<b>Total Expenditures by Function</b>	<b>\$ 14,389,631</b>	<b>\$ 873,577</b>	<b>\$ 12,294,997</b>	<b>\$ 13,168,574</b>	<b>121,057.22</b>
<b>By Object</b>					
Salaries	\$ 5,436,117	\$ 82,185	\$ 5,402,871	\$ 5,485,056	(48,938.53)
Benefits	\$ 3,186,911	\$ 53,530	\$ 3,199,793	\$ 3,253,323	(66,412.40)
Purchased Services	\$ 4,202,358	\$ 559,382	\$ 3,374,234	\$ 3,933,615	268,742.63
Supplies and Materials	\$ 298,995	\$ 24,420	\$ 148,871	\$ 173,291	125,703.74
Other Objects	\$ 165,250	\$ 154,060	\$ 169,228	\$ 323,288	(158,038.22)
Transfer to Other Funds	\$ 100,000	\$ -	\$ -	\$ -	0.00
Contingency/Fund Balance	\$ 1,000,000	\$ -	\$ -	\$ -	0.00
<b>Total Expenditures by Object</b>	<b>\$ 14,389,631</b>	<b>\$ 873,577</b>	<b>\$ 12,294,997</b>	<b>\$ 13,168,574</b>	<b>121,057.22</b>

## 2023-24 Appropriations Review

June 30, 2024

	Adopted Budget	Budget Modifications	New Appropriation	Y to D Expenditures	Check	EOY
<b>General Fund</b>						
Instruction	7,762,219	1,977,464	9,739,683	9,561,358	✓	✓
Support Services	4,096,713	250,000	4,346,713	4,340,686	✓	✓
Transfer	100,000		100,000	3,683	✓	✓
Contingency	200,000		200,000	-	✓	✓
Fund Total	12,158,932		14,386,396			
<b>Combined Special Project Fund</b>						
Instruction	2,464,435	(940,074)	1,524,361	1,265,870	✓	✓
Support Services	2,483,285	1,850,000	4,333,285	1,905,677	✓	✓
Enterprise Services	657,151		657,151	522,455	✓	✓
Fund Total	5,604,871		6,514,797			
<b>Debt Service</b>						
Debt Service	1,799,629		1,799,629	62,034	✓	✓
Transfer	50,000		50,000	-	✓	✓
Fund Total	1,849,629		1,849,629			
<b>Capitol Project Funds</b>						
Support Services	586,200		586,200	21,505	✓	✓
Facilities (Capitol Projects)	18,800		18,800	-	✓	✓
Transfer	50,000		50,000	-	✓	✓
Fund Total	655,000		655,000			
<b>Unemployment Fund</b>						
Support Services	300,000		300,000	3,827	✓	✓
Fund Total	300,000		300,000			
<b>Total Appropriations</b>						
<b>Total Appropriations</b>	<b>20,568,432</b>		<b>23,705,822</b>			
<b>Total Unappropriated Reserve</b>						
Total Unappropriated Reserve	800,000		800,000			
<b>Total Budget</b>						
<b>Total Budget</b>	<b>21,368,432</b>		<b>24,505,822</b>			

## 2024-25 Appropriations Review

July 31, 2024

	Adopted Budget	Budget Modifications	New Appropriation	Y to D Expenditures	Check	EOY
<b>General Fund</b>						
Instruction	9,120,072		9,120,072	559,449	✓	✗
Support Services	4,169,559		4,169,559	314,127	✓	✓
Transfer	100,000		100,000	-	✓	✓
Contingency	200,000		200,000	-	✓	✓
<b>Fund Total</b>	<b>13,589,631</b>		<b>13,589,631</b>			
<b>Combined Special Project Fund</b>						
Instruction	1,626,509		1,626,509	582	✓	✓
Support Services	3,959,020		3,959,020	15,782	✓	✓
Enterprise Services	649,796		649,796	11,546	✓	✓
<b>Fund Total</b>	<b>6,235,325</b>		<b>6,235,325</b>			
<b>Debt Service</b>						
Debt Service	1,256,336		1,256,336	43,216	✓	✓
Transfer	50,000		50,000	-	✓	✓
<b>Fund Total</b>	<b>1,306,336</b>		<b>1,306,336</b>			
<b>Capitol Project Funds</b>						
Support Services	310,000		310,000	-	✓	✓
Facilities (Capitol Projects)	7,000		7,000	-	✓	✓
Transfer	50,000		50,000	-	✓	✓
<b>Fund Total</b>	<b>367,000</b>		<b>367,000</b>			
<b>Unemployment Fund</b>						
Support Services	275,000		275,000	-	✓	✓
<b>Fund Total</b>	<b>275,000</b>		<b>275,000</b>			
<b>Total Appropriations</b>	<b>21,773,292</b>		<b>21,773,292</b>			
Total Unappropriated Reserve	800,000		800,000			
<b>Total Budget</b>	<b>22,573,292</b>		<b>22,573,292</b>			



July 1, 2024

Board of Directors  
Sheridan School District  
435 South Bridge Street  
Sheridan, OR 97378

Board of Directors:

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Sheridan School District for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated June 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Sheridan School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Sheridan School District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective

of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Sheridan School District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Sheridan School District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Sheridan School District's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, schedules of funding progress and employer contributions, if applicable, and schedules of the government's proportionate share of the net pension and OPEB liabilities and government contributions, if applicable, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

The following RSI is required by the Governmental Accounting Standards Board and will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedules of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund and Major Special Revenue Funds, if any

We have been engaged to report on combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for all nonmajor governmental funds, if any, schedules of revenues, expenditures, and changes in fund balance - budget and actual - nonmajor special revenue funds, debt service funds, and capital projects funds, if any, and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

1. Preparation of Financial Statements in Accordance with Generally Accepted Accounting Principles -The District lacks personnel with the ability to prepare financial statements in accordance with accounting principles generally accepted in the United States of America.

We expect to begin our audit on approximately November 13, 2024, and issue our report on approximately December 31, 2024. Kori Sarrett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of Sheridan School District and is not intended to be, and should not be, used by anyone other than these specified parties.

If you have any questions, please contact my office at your convenience.

Very truly yours,

  
Accuity, LLC

POWERSCHOOL  
 DATE: 08/13/2024  
 TIME: 17:45:29

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
 ACCOUNTING PERIOD: 2/25

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48614	07/06/24	16162	ACCUITY LLC	1002310005000	381	PROGRESS BILL	0.00	3,500.00
A101	48615	07/06/24	17476	CINTAS CORPORATION	1002542116000	410	FCS #4197707233 7/	0.00	52.95
A101	48616	07/06/24	17476	CINTAS CORPORATION	1002542620000	410	SHS #4197707170 7/	0.00	87.09
A101	48616	07/06/24	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 7/2	0.00	109.56
TOTAL CHECK									196.65
A101	48617	07/06/24	17066	COGNIA INC	1002410620000	640	US MEMBERSHIP SHS	0.00	1,200.00
A101	48618	07/06/24	11864	FLASHALERT NEWSWIRE	1002310005000	640	SUBSCRIPTION 2024/	0.00	200.00
A101	48618	07/06/24	11864	FLASHALERT NEWSWIRE	1002310005000	640	FLASHALERT MESSENGE	0.00	24.00
TOTAL CHECK									224.00
A101	48619	07/06/24	17399	FRONTLINE TECHNOLOG	1002490005000	470	TIME & ATTENDANCE,	0.00	6,630.48
A101	48620	07/06/24	01395	JEFFREY WRAY LAWREN	1002310005000	389	UNEMPLOY JULY-SEPT	0.00	125.00
A101	48621	07/06/24	17439	NAVIGATE360, LLC	1002660005000	470	PBSI REWARDS PER ST	0.00	830.00
A101	48621	07/06/24	17439	NAVIGATE360, LLC	1002660005000	470	PBIS REWARDS ADVANC	0.00	297.50
A101	48621	07/06/24	17439	NAVIGATE360, LLC	1002660005000	470	PBIS REWARDS SERVIC	0.00	423.75
TOTAL CHECK									1,551.25
A101	48622	07/06/24	16681	OETC	1002660005000	470	WINSVRSTDCORE ALNG	0.00	49.44
A101	48622	07/06/24	16681	OETC	1002660005000	470	MICROSOFT 365 A3	0.00	5,630.75
TOTAL CHECK									5,680.19
A101	48624	07/06/24	17197	OREGON WATER RESOUR	1002542005000	640	WATER RIGHTS TRANSF	0.00	972.68
A101	48625	07/06/24	17282	RIDDELL / ALL AMERI	1001122116000	322	FCS FOOTBALL HELMET	0.00	1,269.05
A101	48629	07/06/24	17486	VERIZON CONNECT	1002552005000	389	VEHICLE TRACKING JU	0.00	105.40
A101	48639	07/10/24	17476	CINTAS CORPORATION	1002542620000	410	SHS 7/9	0.00	79.84
A101	48639	07/10/24	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 7/9	0.00	109.56
TOTAL CHECK									189.40
A101	48640	07/10/24	17476	CINTAS CORPORATION	1002542116000	410	FCS 7/9	0.00	41.54
A101	48643	07/10/24	03690	OASBO/OREGON ASSOC	1002520005000	340	DANIELS SUMMER CONF	0.00	330.00
A101	48644	07/10/24	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #5731231000 7/	0.00	235.16
A101	48645	07/10/24	02433	SHERIDAN ROTARY CLU	1002310005000	640	DUES VICKERY	0.00	160.00
A101	48646	07/10/24	02790	US POSTAL SERVICE	1002310005000	353	POSTAGE	0.00	300.00
A101	48646	07/10/24	02790	US POSTAL SERVICE	1002321005000	353	POSTAGE	0.00	300.00
A101	48646	07/10/24	02790	US POSTAL SERVICE	1002520005000	353	POSTAGE	0.00	352.00
TOTAL CHECK									952.00
A101	48647	07/10/24	03702	WILLAMETTE EDUCATIO	1002542005000	319	EDUSTAFF SUB PAY	0.00	1,773.40

POWERSCHOOL  
 DATE: 08/13/2024  
 TIME: 17:45:29

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
 ACCOUNTING PERIOD: 2/25

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48654	07/15/24	01812	NORTHWEST TEXTBOOK	1001121116060	420	NGSS 3D GRADE 6 ONL	0.00	568.75
A101	48654	07/15/24	01812	NORTHWEST TEXTBOOK	1001121116060	420	NGSS 3D GRADE 7 ONL	0.00	568.75
A101	48654	07/15/24	01812	NORTHWEST TEXTBOOK	1001121116060	420	NGSS 3D GRADE 8 ONL	0.00	568.75
A101	48654	07/15/24	01812	NORTHWEST TEXTBOOK	1001121116060	420	BBC STEMSCOPES STRE	0.00	380.25
A101	48654	07/15/24	01812	NORTHWEST TEXTBOOK	1001121116060	420	NGSS 3D ASSESSMENT	0.00	380.25
TOTAL	CHECK							0.00	2,466.75
A101	48655	07/15/24	01962	OREGON SCHOOL BOARD	1002310005000	640	2024/35 OSBA DUES	0.00	1,420.50
A101	48655	07/15/24	01962	OREGON SCHOOL BOARD	1002310005000	440	POLICY PLUS 2024-25	0.00	1,440.00
A101	48655	07/15/24	01962	OREGON SCHOOL BOARD	1002310005000	440	POLICY PLUS WEB HOS	0.00	1,560.00
TOTAL	CHECK							0.00	4,420.50
A101	48656	07/15/24	15270	PACE	1002310005000	651	PROPERTY - CASUALTY	0.00	-149,308.00
A101	48656	07/15/24	15270	PACE	1002310005000	651	PROPERTY - CASUALTY	0.00	149,308.00
TOTAL	CHECK							0.00	0.00
A101	48658	07/15/24	16528	US BANK EQUIPMENT F	1001250005320	355	SP KYOCERA	0.00	166.75
A101	48658	07/15/24	16528	US BANK EQUIPMENT F	1002190116320	355	FCS KYOCERA	0.00	166.75
A101	48658	07/15/24	16528	US BANK EQUIPMENT F	1002310005000	355	DO KYOCERA	0.00	260.05
A101	48658	07/15/24	16528	US BANK EQUIPMENT F	1002410137000	355	FCS KYOCERA	0.00	573.70
A101	48658	07/15/24	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	166.75
TOTAL	CHECK							0.00	1,334.00
A101	48659	07/15/24	17071	US BANK/10	1002520005000	640	BUSINESS PRIME MEMB	0.00	349.00
A101	48660	07/15/24	16330	WALTER E NELSON CO	1002542116000	410	ORDER #134429 7/2	0.00	339.35
A101	48660	07/15/24	16330	WALTER E NELSON CO	1002542620000	410	ORDER #134429 7/2	0.00	58.70
A101	48660	07/15/24	16330	WALTER E NELSON CO	1002542620000	410	ORDER #134219	0.00	98.82
TOTAL	CHECK							0.00	496.87
A101	48664	07/18/24	15927	CENTURY LINK/AZ	1002190005050	351	FCS #314225840 7/1	0.00	65.59
A101	48664	07/18/24	15927	CENTURY LINK/AZ	1002190005050	351	FCS #446533202 7/11	0.00	298.34
A101	48664	07/18/24	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 7/1	0.00	130.94
A101	48664	07/18/24	15927	CENTURY LINK/AZ	1002321005000	351	DO / YELLOW 7/11	0.00	298.34
TOTAL	CHECK							0.00	793.21
A101	48665	07/18/24	17476	CINTAS CORPORATION	1002542620000	410	SHS 7/16	0.00	79.84
A101	48665	07/18/24	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 7/16	0.00	109.56
TOTAL	CHECK							0.00	189.40
A101	48666	07/18/24	17476	CINTAS CORPORATION	1002542116000	410	FCS 7/16	0.00	35.00
A101	48668	07/18/24	17186	LIGHTSPEED SYSTEMS	1002660005000	470	LIGHTSPEED 8/25/24	0.00	2,058.00
A101	48669	07/18/24	01962	OREGON SCHOOL BOARD	1002310005000	440	POLICY MANUAL SAP	0.00	1,080.00
A101	48669	07/18/24	01962	OREGON SCHOOL BOARD	1002310005000	440	POLICY CHARTER SUPP	0.00	360.00
A101	48669	07/18/24	01962	OREGON SCHOOL BOARD	1002310005000	440	POLICY PLUS 24/25 S	0.00	720.00
TOTAL	CHECK							0.00	2,160.00
A101	48670	07/18/24	17437	RICHARD'S REFRIGERA	1002542005000	322	7/2/24 DO REPAIR	0.00	650.00

POWERSCHOOL  
 DATE: 08/13/2024  
 TIME: 17:45:29

SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
 ACCOUNTING PERIOD: 2/25

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT	
A101	48676	07/23/24	15270	PACE	1002310005000	651	PROPERTY - CASUALTY	0.00	149,308.00	
A101	48686	07/25/24	03087	OSEA	100	L472.302	DED:5003 OSEA ADD'L	0.00	4.00	
A101	48686	07/25/24	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	151.91	
TOTAL CHECK									0.00	155.91
A101	V48599	07/03/24	15648	OEBB	100	L472.002	2024 07 OEBB	0.00	307.98	
A101	V48599	07/03/24	15648	OEBB	100	L472.001	2024 07 OEBB	0.00	4,907.36	
A101	V48599	07/03/24	15648	OEBB	100	L473.110	2024 07 OEBB	0.00	120,433.77	
TOTAL CHECK									0.00	125,649.11
A101	V48600	07/03/24	15151	SAIF CORPORATION	100	L473.004	FY25 POLICY PMT 1	0.00	3,912.52	
A101	V48662	07/15/24	15899	SHERIDAN ALL PREP	1001288005000	360	SAP SSF JULY '24	0.00	547,985.60	
A101	V48663	07/15/24	15151	SAIF CORPORATION	100	L473.004	FY25 PREMIUM	0.00	20,270.59	
A101	V48677	07/25/24	03048	AFLAC	100	L472.006	DED:2066 AFLAC	0.00	264.60	
A101	V48678	07/25/24	10088	AMERICAN FIDELITY A	100	L472.008	DED:2068 AMER PREM	0.00	2,155.80	
A101	V48678	07/25/24	10088	AMERICAN FIDELITY A	100	L472.009	DED:2067 AMER FIDEL	0.00	3,471.51	
TOTAL CHECK									0.00	5,627.31
A101	V48679	07/25/24	10097	AMERICAN FIDELITY A	100	L472.039	DED:4010 ROTH IRA	0.00	250.00	
A101	V48679	07/25/24	10097	AMERICAN FIDELITY A	100	L472.038	DED:4003 DEF COMP	0.00	1,200.00	
A101	V48679	07/25/24	10097	AMERICAN FIDELITY A	100	L472.033	DED:4004 TSA	0.00	3,690.00	
A101	V48679	07/25/24	10097	AMERICAN FIDELITY A	100	L472.038	DED:4003	0.00	375.00	
TOTAL CHECK									0.00	5,515.00
A101	V48680	07/25/24	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	525.00	
A101	V48680	07/25/24	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	10,722.98	
TOTAL CHECK									0.00	11,247.98
A101	V48681	07/25/24	16905	AXA-EQUITABLE	100	L472.035	DED:4009 TSA	0.00	350.00	
A101	V48682	07/25/24	16594	DEPT OF HUMAN SERVI	100	L472.960	DED:6005 CHILD SUPP	0.00	291.00	
A101	V48683	07/25/24	16768	HRA VEBA TRUST CONT	100	L472.012	DED:2034 HRA	0.00	15,972.50	
A101	V48684	07/25/24	03099	OREGON DEPT OF REVE	100	L472.965	DED:6003 ORE REV	0.00	166.83	
A101	V48685	07/25/24	02037	OREGON PERS/EMPLOYE	100	L473.002	PRIOR YEAR ADJUSTME	0.00	216.99	
A101	V48685	07/25/24	02037	OREGON PERS/EMPLOYE	100	L472.020	VOLUNTARY IAP	0.00	415.82	
A101	V48685	07/25/24	02037	OREGON PERS/EMPLOYE	100	L473.001	PRIOR YEAR ADJUSTME	0.00	821.32	
TOTAL CHECK									0.00	1,454.13
A101	V48687	07/25/24	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	2,265.85	
TOTAL CASH ACCOUNT									0.00	930,578.81

POWERSCHOOL  
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SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 4  
ACCTPA21

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
ACCOUNTING PERIOD: 2/25

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL FUND								0.00	930,578.81

POWERSCHOOL  
DATE: 08/13/2024  
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SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 5  
ACCTPA21

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
ACCOUNTING PERIOD: 2/25

FUND - 261 - YAMHILL CO BR CTECH GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48641	07/10/24	00489	CITY OF SHERIDAN	2612690005000	640	PERMIT - FLOOD PLA	0.00	250.00
A101	48667	07/18/24	17489	JUST LOOK LEFT LLC	2612690005000	389	GRANT CONSULT 7/24	0.00	10,000.00
TOTAL CASH ACCOUNT								0.00	10,250.00
TOTAL FUND								0.00	10,250.00

POWERSCHOOL  
 DATE: 08/13/2024  
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SHERIDAN SCHOOL DISTRICT  
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
 ACCOUNTING PERIOD: 2/25

FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48623	07/06/24	01887	OREGON CHILD NUTRIT	2713100005000	640	OCNC DUES 2024/25	0.00	190.00
A101	48623	07/06/24	01887	OREGON CHILD NUTRIT	2713100005000	640	NUTITION FACTS RESO	0.00	310.00
TOTAL CHECK								0.00	500.00
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-8.20
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-28.16
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-13.42
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7.1 CREDIT	0.00	-13.42
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-12.30
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-8.20
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 SHS	0.00	-8.20
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7.1 CREDIT	0.00	-6.71
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-6.71
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-4.10
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-4.10
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-2.05
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-2.05
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-2.05
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 7/1 CREDIT	0.00	-6.71
TOTAL CHECK								0.00	-126.38
A101	48642	07/10/24	17432	MEALTIME, A PART OF	2713100005000	470	MEALTIME ANNUAL SUB	0.00	412.00
A101	48642	07/10/24	17432	MEALTIME, A PART OF	2713100005000	470	ANNUAL SUBSCRIPTION	0.00	412.00
A101	48642	07/10/24	17432	MEALTIME, A PART OF	2713100005000	470	ANNUAL SUBSCRIPTION	0.00	706.00
A101	48642	07/10/24	17432	MEALTIME, A PART OF	2713100005000	470	ANNUAL SUBSCRIPTION	0.00	472.00
TOTAL CHECK								0.00	2,002.00
TOTAL CASH ACCOUNT								0.00	2,375.62
TOTAL FUND								0.00	2,375.62

POWERSCHOOL  
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SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 7  
ACCTPA21

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
ACCOUNTING PERIOD: 2/25

FUND - 272 - SUMMER FOOD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48626	07/06/24	15118	SPRING VALLEY DAIRY	2723100005000	450	SUMMER 7.2	0.00	143.78
A101	48626	07/06/24	15118	SPRING VALLEY DAIRY	2723100005000	450	SUMMER 7/1	0.00	169.95
TOTAL CHECK								0.00	313.73
A101	48627	07/06/24	02625	SYSCO FOOD SERVICES	2723100005000	450	SUMMER 7/1	0.00	2,175.08
A101	48628	07/06/24	17077	UNITED SALAD CO	2723100005000	450	SUMMER 7.2	0.00	345.90
A101	48657	07/15/24	15118	SPRING VALLEY DAIRY	2723100005000	450	SUMMER 7/9	0.00	86.27
A101	48671	07/18/24	15118	SPRING VALLEY DAIRY	2723100005000	450	SUMMER 7/16	0.00	115.02
A101	48672	07/18/24	17077	UNITED SALAD CO	2723100005000	450	SUMMER 7/16	0.00	255.70
TOTAL CASH ACCOUNT								0.00	3,291.70
TOTAL FUND								0.00	3,291.70

POWERSCHOOL  
DATE: 08/13/2024  
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SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 8  
ACCTPA21

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
ACCOUNTING PERIOD: 2/25

FUND - 281 - PERS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	V48599	07/03/24	15648	OEBB	2812700005000	240	2024 07 OEBO	0.00	3,986.73
TOTAL CASH ACCOUNT								0.00	3,986.73
TOTAL FUND								0.00	3,986.73

POWERSCHOOL  
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SHERIDAN SCHOOL DISTRICT  
CHECK REGISTER - BY FUND

PAGE NUMBER: 9  
ACCTPA21

SELECTION CRITERIA: transact.yr='25' and transact.period='1'  
ACCOUNTING PERIOD: 2/25

FUND - 302 - DEBT SERVICE HS PROJECT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101	48661	07/15/24	16378	SUMMIT BANK	3025110005000	610	SINKING FUND XXX829	0.00	43,216.48
TOTAL CASH ACCOUNT								0.00	43,216.48
TOTAL FUND								0.00	43,216.48
TOTAL REPORT								0.00	993,699.34

**Sheridan School District  
Board Advisory Memo**

**Date:** July 23, 2024  
**To:** All Board Members  
**From:** Jenn Vesper Nutrition Services Director  
**Subject:** Dairy RFP Award Extension

**Recommendation: Award Extension of RFP #D2020-2025 to Spring Valley for the 2024/2025 school year.**

The Sheridan School District “The District” partnered with eleven other school districts to form a group Request For Proposals to obtain competitive offers from qualified proposers interested in providing the group’s individual districts with milk and dairy products on an as needed basis. The successful bidder was Spring Valley Dairy out of Salem, Oregon

Section three of this RFP includes the option to extend the agreement for four additional one year periods. Renewal of the award would result in a district school board approved amendment each year over the four-years. The school year 2024/2025 would be the fourth year extension of this award.

Copies of the RFP and the intent to award were posted on ORPIN and are also available through the school district’s nutrition service office.

Legal authority for acceptance of this bid lies with the individual school district’s governing boards.

**Approval motion: I motion The District extend award RFP D2020-2025 to Spring Valley for the 2024-2025 school year.**

**Sheridan School District  
Board Advisory Memo**

**Date:** July 23, 2024  
**To:** All Board Members  
**From:** Jenn Vesper Nutrition Services  
**Subject:** Extension of Food Products and Non-Food Supplies RFP Award

**Recommendation: Extend the award for Food Products and Non-Food Supplies RFP to SYSCO Portland for the 2024-2025 school year.**

The Sheridan School District is a member of the Oregon Child Nutrition Coalition (OCNC). OCNC issued a RFP for Food Products and Non-Food Supplies for the period of SY 2022-2023 to SY 2027. The successful bidder was Sysco, Portland.

This RFP includes optional renewals for four additional school years with the change in the fixed price for each product being at or below the Bureau of Labor Statistics CPI Inflation Calculator each March for the next school year. This will be the first year of renewal.

Copies of the RFP and the response from SYSCO are posted on OCNC's web site at [www.ocnc.org](http://www.ocnc.org).

Legal authority for acceptance of this bid lies with the individual school district's governing boards.

**Approval motion: I motion The District extend the Food Products and Non-Food Supplies RFP award to SYSCO Portland for the 2024-2025 school year.**

**Sheridan School District  
Board Advisory Memo**

**Date:** July 23, 2024  
**To:** All Board Members  
**From:** Jenn Vesper Nutrition Services Director  
**Subject:** Bread RFP Award Extension

**Recommendation: Award Extension of RFP #B2020-2025 to Goody Man for the 2024/2025 school year.**

The Sheridan School District “The District” partnered with eleven other school districts to form a group Request For Proposals to obtain competitive offers from qualified proposers interested in providing the group’s individual districts with bread products on an as needed basis. The successful bidder was Goody Man Distributing based in Tualatin, Oregon.

Section three of this RFP includes the option to extend the agreement for four additional one year periods. Renewal of the award would result in a district school board approved amendment each year over the four-years. The school year 2024/2025 would be the fourth year extension of this award.

Copies of the RFP and the intent to award were posted on ORPIN and are also available through the school district’s nutrition service office.

Legal authority for acceptance of this bid lies with the individual school district’s governing boards.

**Approval motion: I motion The District extends award RFP B2020-2025 to Goody Man Distributing for the 2024-2025 school year.**

July 2024							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

January 2025							
S	M	T	W	T	F	S	
1st - 3rd: Winter Break							
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	H	21	22	23	24	25	
26	27	28	29	30	31		

August 2024							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

February 2025							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

September 2024							
S	M	T	W	T	F	S	
1	H	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

March 2025							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

October 2024							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2025							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

November 2024							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	H	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	H	29	30	

May 2025							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	H	27	28	29	30	31	

December 2024							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

June 2025							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	HD	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Non Contract	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Conferences	<span style="background-color: #FFA07A; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Inservice	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> HD : Half Day	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> H : Paid Holiday	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Weekend	<span style="background-color: #9370DB; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Board Meeting	<span style="background-color: #00FFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> : Board Work Session	<span style="background-color: #0000FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> G : Graduation	<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> P : 8th Grade Promotion
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# **Sheridan School Board/Superintendent Operating Agreement 2024-2025**

## **Purpose:**

To effectively meet the needs of all students, the school board and superintendent commit to a strong and collaborative partnership based on trust and respect for their mutually supportive roles. This operating protocol outlines our working agreements to promote the ongoing success of the governance (or board-superintendent) team.  
(Board policy BBF)

## **Focus on Roles and Responsibilities:**

1. The board will maintain a focus on improving opportunities for each and every student in the district.
2. The superintendent will provide adequate background information for the board to have understanding and make thoughtful decisions in their areas of responsibility.
3. The superintendent will provide guidance to board members to help them fulfill their role of providing strategic direction to the district and governing through policy.
4. The board will respect the superintendent's role for managing the routine operations of the district and not micromanage the district.
5. We will not make disparaging comments about students, staff, board members or district operations in a public meeting.
6. The board will be clear in its collective intent and provide clear and appropriate decisions and communication with the superintendent.

## **Successful Board Meetings:**

1. The superintendent will keep the board informed of district activities through regular communication with each member.
2. The board chair will conduct business meetings in a manner that ensures each board member contributes to discussion and deliberation and all voices are heard.
3. Board members will address the chair when speaking in meetings.
4. The chair shall direct audience members to allow for appropriate participation and keep the business of the board moving in a productive manner.
5. School improvement reports shall be informed and guided by data. That data will be distributed to all board members in advance.
6. Supporting materials for board meetings shall be made available with the agenda four working days in advance of each meeting.

## **Successful Teamwork:**

1. Board members will work directly with and through the superintendent to resolve concerns about the operation of the district. They will work collectively with the superintendent to resolve issues.

2. Board members will maintain the confidentiality of executive sessions and sensitive issues.
3. The board will appoint a spokesperson for all issues, and individual members will refrain from speaking publicly on controversial matters. Individuals will be clear that these opinions are their own.
4. We will not surprise each other in meetings. Individual members and the superintendent will apprise the board chair of questions and concerns at least 24 hours in advance of public meetings.
5. We will treat each other, staff, students, and district stakeholders with dignity and respect.
6. The Board will make clear their individual and collective positions on issues rather than allowing assumptions to be made about group direction – straw votes shall be utilized by the Chair when appropriate.

**Board Members:**

\_\_\_\_\_  
Michael Griffith Date

\_\_\_\_\_  
Dorie Vickery, Superintendent Date

\_\_\_\_\_  
Larry Deibel Date

\_\_\_\_\_  
Samantha Bagby Date

\_\_\_\_\_  
Rubi Ramirez Date

\_\_\_\_\_  
Scott Burke Date

**DISTRICT ORGANIZATIONAL PROCEDURES**  
**2023-20242024-2025**

BE IT RESOLVED to approve the annual District Organizational Procedures for the **2023-242024-2025** school year:

**1. DESIGNATION OF CHIEF ADMINISTRATIVE OFFICER**

RESOLVED that the Board designate Dorie Vickery as School District 48J's Chief Administrative Officer and Custodian of Funds and appoint Dorie Vickery as School District 48J's Clerk and Karen Daniels as Business Manager and authorize the purchase of fidelity bonds in the amount of \$100,000 each year per ORS 332.525 and 328.441.

**2. DESIGNATION OF BUDGET OFFICER**

RESOLVED that the Board designate Dorie Vickery as Budget Officer of School District 48J.

**3. AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING**

RESOLVED that the Board appoint Dorie Vickery as the Local Agency Representative and be directed to execute and file applications for and in behalf of School District 48J, and otherwise act as authorized representative of the School District in all activities related to federal, state and privately funded projects, proposals, and grants.

**4. DESIGNATION OF SCHOOL DISTRICT AUDITOR**

RESOLVED that the Board appoint Accuity, LLC. Auditing Firm as School District 48J's auditor.

**5. DESIGNATION OF SCHOOL DISTRICT ATTORNEY**

RESOLVED that the Board appoint Garrett Hemann Robertson PC as School District 48J's Attorney of Record.

**6. DESIGNATION OF AGENT OF RECORD**

RESOLVED that the Board designate Hagan Hamilton Insurance/PACE as Agent of Record.

**7. IDENTIFICATION AND DESIGNATION OF CONFIDENTIAL EMPLOYEES**

RESOLVED that the Board designate the following employees as Confidential Employees of School District 48J:

Karen Daniels Business Manager  
Emilie Molloy Fiscal Assistant  
Cale George Executive Assistant of Communications  
~~Kelsey Pike Human Resources Specialist~~ Jennifer Vesper Human Resources Assistant  
~~Alanna Russell~~ Rebecca Boris School Health Management Coordinator  
Sean Vesper Operations and Facilities Manager

**8. DESIGNATION OF NEWSPAPER FOR PUBLICATIONS**

RESOLVED that the Board designate *The News Register* as the news source for publishing legal notices for School District 48J.

**9. DESIGNATION OF DEPOSITORY OF FUNDS**

RESOLVED that the Board authorizes deposits of School District 48J in U.S. Bank, ~~Sheridan Branch~~ **McMinnville Branch**; as being safe proper bank for the purpose of receiving deposit funds of the District and be designated as the bank in which the Clerk and Business Manager shall deposit all monies belonging to the District. The Board authorizes the investment of monies in the Oregon State Treasury, Local Government Pool based on the yield.

**10. AUTHORIZATION FOR INTRA-FUND LOANS**

RESOLVED that intra-fund loans from the Capital Assets Fund, Bond Interest Fund, and Debt Service to the General Fund and Grant Fund are authorized to meet current operating expenditures.

**11. AUTHORIZATION TO PAY BILLS**

RESOLVED that the Board authorize the Clerk and Business Manager to pay bills of the District when due and the payroll as per the budget.

**12. AUTHORIZATION OF SIGNATURES**

RESOLVED that the Board authorizes the Clerk and Business Manager to approve purchase orders and authorizes the Clerk, Business Manager, and Executive Assistant of Communications to sign checks and authorizes the use of facsimile signatures. Two signatures are required for checks.

**13. ESTABLISHMENT OF BOARD MEETING DATES**

RESOLVED that the Board establish and hold the regular Board meetings in the Board Room of the District Office, unless otherwise determined, on the third Wednesday of each month at 6:00 p.m. Meeting notices shall be posted in all school buildings, the District website and *The News Register*.

**14. RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY**

RESOLVED that the Board authorize Dorie Vickery to approve the sale of obsolete equipment and supplies that are no longer of use to the District.

**15. RESOLUTION AUTHORIZING CONVEYANCE OF REAL PROPERTY PURCHASES AND SALES**

RESOLVED that the Board authorize Dorie Vickery to represent the School Board in signing for the conveyance of real property purchases and sales.

**16. RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW BOARD**

RESOLVED that the Sheridan School District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279.055(2).

**17. RESOLUTION ESTABLISHING MEAL PROGRAM HEARINGS OFFICER**

RESOLVED that the Board appoint Dorie Vickery as hearings officer for the meal program.

**18. RESOLUTION ESTABLISHING HIRING PROCEDURES**

RESOLVED that the Board authorize Dorie Vickery to fill vacancies, exclusive of administrative vacancies, as they occur within the District and report such employment to the Board at its next meeting.

**19. RESOLUTION FOR AUTHORIZATION OF BORROWING LIMIT**

RESOLVED that the Board authorize Dorie Vickery to borrow up to, and not to exceed, \$500,000.00 to maintain the General Fund.

**20. RESOLUTION ESTABLISHING DRUG, ALCOHOL and TOBACCO PREVENTION POLICIES, RULES, AND PROCEDURES**

RESOLVED that the Board has established policies drug, alcohol and tobacco prevention policies, rules and procedures.

**21. RESOLUTION ESTABLISHING MEDIA PROGRAM GOALS**

RESOLVED that the Board has established Media Goals.

**22. RESOLUTION ESTABLISHING SUBSTITUTE RATE OF PAY**

RESOLVED that the substitute rate of pay will be as follows:

Licensed – Per State Requirements

Classified

Custodial \$17.00

Food Service, Instructional Assistant, Clerical \$16.50

**23. RESOLUTION TO REVIEW/ESTABLISH PETTY CASH ACCOUNTS/AMOUNTS**

RESOLVED that petty cash accounts are not authorized.

**24. RESOLUTION ESTABLISHING MILEAGE RATE**

RESOLVED that when staff are required to use their own vehicle for District work or to travel at the request of the administrator, mileage reimbursement will be at the current IRS rate for mileage.

**25. RESOLUTION ESTABLISHING TUITION RATE FOR NONRESIDENT STUDENTS** RESOLVED that the Board shall charge equal to state funding annual tuition for nonresident students.

**26. RESOLUTION ESTABLISHING USE OF FACILITIES FEES**

RESOLVED that the use of facilities costs are determined by policy.

**27. RESOLUTION ESTABLISHING ACTIVITY PARTICIPATION FEES**

RESOLVED that the athletic participation fees are as follows:

Grades	Individual Student Cost	Maximum Family Cost
Students in grades 6 – 8	40.00 per sport	150.00
Students in grades 9 – 12	70.00 per sport	150.00
Students in grades 6 – 12		290.00
Students approved for Free & Reduced Meals qualify for half-price waivers		

**28 RESOLUTION ESTABLISHING BREAKFAST/LUNCH FEES, UNLESS ELIGIBLE FOR FREE OR REDUCED PRICE MEALS**

RESOLVED that the meal prices for the school year are as follows:

All student meals are free of charge. FCS and SHS have been approved for meals at no cost under the Community Provision Eligibility through 2025.

	Elementary (K - 3)	Middle (4 - 8)	High School (9 - 12)	Adult	Milk
Breakfast	Free	Free	Free	5.00	.50
Lunch	Free	Free	Free	5.00	.50
Reduced Breakfast	Free	Free	Free		
Reduced Lunch	Free	Free	Free		

**29. DESIGNATION OF VOLUNTARY STUDENT INSURANCE PLAN**

RESOLVED that K&K Insurance Group, Inc., will serve as the District voluntary student insurance plan.

**30. RESOLUTION ESTABLISHING BOOK FEES**

~~RESOLVED to charge a \$20.00 book fee for grades 4–12, refundable at the end of the school year when books are returned in satisfactory condition.~~

**31. RESOLUTION APPROVING FOREIGN EXCHANGE PROGRAMS**

RESOLVED that the Board approves the following Foreign Exchange Programs:

- 32.1 EF Foundation
- 32.2 Aspect Foundation
- 32.3 Laurasian Institute

**32. DESIGNATION OF STAFF AUTHORIZED TO DISPENSE MEDICATION**

RESOLVED that the following list of staff are authorized to dispense medication:

- 33.1 School Nursing Personnel
- 33.2 Staff Who Have Received Training

**33. RESOLUTION ESTABLISHING COPY FEES**

RESOLVED to charge \$.10 per copy for non-school related copy work.

**34. RESOLUTION ESTABLISHING FAXING FEE**

RESOLVED to charge \$.10 per page for faxing non-school related copies.

**35. RESOLUTION AUTHORIZING CONTRACT ADMINISTRATION**

RESOLVED that the Board authorizes Dorie Vickery to administer contracts with vendors on behalf of the School Board.

**36 RESOLUTION ESTABLISHING EARLY ENTRANCE INTO KINDERGARTEN FEE**

RESOLVED that the early entrance into Kindergarten fee will be \$125.00.