



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

September 20, 2018
Board Meeting- Regular Session: 6:30pm
AGENDA

- 1) **Meeting Called to Order**
- 2) **Past Meeting Minutes: July 19, 2018** Pg. 2-3
- 3) **Agenda Adjustments**
- 4) **Informational Items**
 - a) Financial Report: Jackie Olsen Pg. 4-12
 - b) Administration Report- Stacy Knudson Pg. 13-15
 - i) MOU for Board Information
 - ii) Plumbing Bid
 - c) Athletic Director Report: Garrett Thompson Pg. 16
- 5) **Interested Party Comments**

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.
- 6) **Consent Agenda**
 - a) Employee Leave of Absence Pg. 17
 - b) Employee Resignation Pg. 18
- 7) **Executive Session**

The Chairman will announce the executive session by identifying authorization under ORS 192.660 and noting the subject of the executive session (confidential student or employee information).
- 8) **Action Items**
 - a) Executive Session BDC.1/ORS 192.6602a
 - b) Intent to purchase: Chromebooks (Stacy Knudson)
 - c) Head Maintenance Position/Salary Schedule
 - d) Heating/Air Conditioning Units Rm. 8,35,54 (Admin Report)
- 9) **New Business**
 - a) Policies Readings (first reading)
 - i) IKF/IKF-AR- Graduation Requirements Pg. 19-26
 - ii) GCDA/GCDA- AR- Criminal Records Checks/Fingerprinting Pg. 27-33
 - iii) JHCC G1/JHCCGR-G1- Communicable Disease Pg. 34-37
 - iv) JHCD/JHCDA-AR- Medications Pg. 38-47

Meeting Adjourned; Next Meeting: October 18, 2018 at 6:30pm



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

July 19, 2018
Board Meeting- Regular Session: 6:30pm
MINUTES

Board Members in Attendance: Larry Cook, Ryan Gassner, Ashley Conner, John Lancaster, Rebecca Phillips-Sutton, Stephanie Mekemson

Administration in Attendance: Clint Raever, Stacy Knudson

Board Members Absent: Lisa Rorie

ESD Financial Manager: Jackie Olsen (Absent)

Minutes prepared by: Board Clerk: Dani Ulstad

1) **Meeting Called to Order** at 6:31 pm by Ashley Conner

2) **Past Meeting Minutes: June 26, 2018**

a) Larry moved to approve the passing of the June meeting minutes. Stephanie seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

3) **Agenda Adjustments**

- a) Bank Signee changes (Action)
- b) Board Resignation- Ashley Conner (Action)

4) **Informational Items**

- a) Financial Report: Jackie Olsen
- b) Updated Board Contact List
- c) Bylaws (new copy for new year)
- d) 2018-2019 Board Calendar

5) **Interested Party Comments (NONE)**

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.

6) **Communication**

- a) Administration Report: Stacy Knudson (Attached to July board packet)
 - i) Mission Statement: *At ECS, we seek to be a solid academic foundation on which to build successful futures, by offering a safe and healthy learning environment that nurtures, inspires and challenges all students.*
 - ii) Olalla Contract Proposal (in July board packet)
- b) Athletic Director Report: Garrett Thompson (In writing, July board packet)

7) **Action Items**

- a) Chair/Vice Chair Voting
 - i) Stephanie Mekemson nominated Ryan Gassner for Chair and Larry Cook for Vice Chair, both accepted the nominations.
 - (1) Ashley Conner Moved to elect Ryan Gassner as Chair of the board. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - (2) Ashley Conner Moved to elect Larry Cook as Vice Chair of the board. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

- b) Co-Op Approval
 - i) Softball: Toledo
 - (1) Larry Cook moved to co-op with Toledo for softball during the 2018-2019 school year. Ashley Conner seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - ii) Baseball: Siletz
 - (1) Larry Cook moved to co-op with Siletz for baseball. Ashley Conner seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c) Position Approval: Dwan Loomis- Records Clerk/Medical Assistant
 - i) Ashley Conner moved to approve Dwan Loomis as Records Clerk/Medical Assistant. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion
- d) Building Maintenance Approval: installation of hallway/lobby heating
 - i) Comes to \$5236.00 and it will be set up in the front lobby to heat both hallways. The Board discussed the need for regular heater maintenance and cleaning and administration agreed to add regular maintenance and cleaning to custodial schedule.
 - ii) Ashley Moved to approve the installation of the hallway and lobby heaters. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- e) Policy Approvals (Second Readings)
 - i) GBK/JFCG/KGC- Substance Possession
 - (1) Stephanie Mekemson moved to approve the new policy GBK/JFCG/KGC. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - ii) JHFE-AR- Child Abuse Reporting
 - (1) Larry Cook moved to approve the new policy JHFE-AR. Rebecca Phillips-Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- f) Bank Signee Changes
 - i) For the new school year, Clint Raever and Patty Kinion need to be removed as bank signees as their positions have changed. Ryan Gassner and Hattie Truett need to be added as signees as the new Board Chair and ESD Financial Manager.
 - ii) Stephanie Mekemson moved to remove Clint Raever and Patty Kinion as bank signees and to add Hattie Truett and Ryan Gassner as bank signees. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- g) Board Resignation- Ashley Conner
 - i) Stephanie Mekemson moved to approve the resignation of Ashley Conner from the school board. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

8) New Business

- a) Superintendent Evaluation Discussion: August Agenda
 - i) The board discussed possible methods for superintendent evaluation. Clint Raever discussed the need for an evaluation process to be determined prior to the school year as the superintendent will need to be aware of expectations and evaluation procedures in advance. The Board discussed the idea of keeping the evaluation process in house. Clint Raever offered to assist the board with documents and developing criteria for evaluation. The discussion will continue at the August board meeting.
- b) Policy Approval (First Readings)
 - i) IKF- Graduation Requirements: first reading moved to August meeting because of updated changes.
 - ii) IGEB-AR- Adult Diploma Requirements: first reading moved to August meeting because of updated changes.

9) Meeting Adjourned at 7:05pm; Next Meeting: August 16, 2018 at 6:30pm



MEMORANDUM

September 6, 2018

TO: Eddyville Charter School Board of Directors
FROM: Jackie Olsen, CFO
RE: August 31, 2018 Financial Statements

Board Members,

Attached you will find the updated 2017-18 through June 30, 2018 and 2018-19 financial statements through August 31, 2018. The auditors are working on review FY17/18 at this time. We expect the audit and actual fund balance to be finalized by the end of October.

The 2018-19 Cash Flow report presents actual revenue and expenditures listed through August 31, 2018 and projected expenditures that are estimated to be spent. At this time, the estimated ending cash balance for FY18/19 is \$783,476, with \$130,000 of that balance reserved in Contingency.

Revenue for the month of August totaled \$192,319 and were projected at \$185,000.

Expenditures for the month of August totaled \$129,072 and were projected at \$105,294.

The latest economic forecast was released at the end of August. The revenue forecast shows that general fund and lottery fund revenues for the 2017-19 biennium have increased \$166.8 million since the June forecast and a total of \$1.26 billion since the Legislature adjourned in 2017. As expected, based on the current projections, the kicker law will once again come into play and approximately \$686 million of revenue growth will be returned to taxpayers. The corporate kicker must be dedicated to K-12 spending in the 2019-21 biennium, but due to the timing of the kicker may not result in a net addition to the State School fund.

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

EDDYVILLE CHARTER SCHOOL

Projected Cash Flow
FY 2017-2018

General Fund	JUL Actuals	AUG Actuals	SEP Actuals	OCT Actuals	NOV Actuals	DEC Actuals	JAN Actuals	FEB Actuals	MAR Actuals	APR Actuals	MAY Actuals	JUN Actuals	Projected Totals	Adopted Budget
REVENUE														
BEG FUND BAL	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	407,000
Bank Interest 1510	79	120	123	132	131	133	133	118	133	135	131	119	1,486	650
Contributions/Donations 1920	-	-	-	-	-	-	-	-	-	1,196	1,500	-	2,696	-
Recovery Prior Year 1960	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
Miscellaneous 1990	-	402	4,800	1,335	6,400	-	-	-	454	1,711	1,670	8,253	25,025	5,000
Miscellaneous Erate 1991	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Rev/SSF-General Support 3101	376,026	188,351	188,351	188,351	188,351	188,351	188,351	188,351	188,351	188,351	-	157,934	2,229,119	2,122,376
TOTAL REVENUE	376,105	188,873	193,274	189,818	194,882	188,484	188,484	188,469	188,938	191,393	3,301	166,306	2,258,326	2,536,526
EXPENDITURES														
100-Salaries	12,199	18,531	73,495	79,591	80,819	79,546	76,496	79,570	79,262	77,083	83,925	\$191,380	931,897	968,984
200-Payroll Costs	7,118	9,655	41,373	42,451	41,687	42,597	43,806	45,034	45,796	44,291	46,739	102,229	512,775	537,974
300-Contracted Services	32,612	12,578	29,162	20,722	65,607	41,293	94,172	38,609	42,937	34,458	9,578	\$68,965	490,695	805,273
400-Supplies & Materials	-	2,859	8,840	3,036	5,905	1,687	788	2,184	4,041	10,034	14,603	9,322	63,298	76,120
500- Equipment	-	8,400	17,658	8,400	-	-	-	-	-	-	-	3,899	38,357	5,000
600-Dues/Fees	707	37,297	568	1,307	2,373	670	169	704	327	636	430	986	46,175	43,175
800- Contingency (planned reserve)	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000
TOTAL EXPENDITURES	52,636	89,320	171,094	155,507	196,391	165,794	215,431	166,102	172,364	166,501	155,275	376,781	2,083,196	2,536,526
MONTHLY ADDITION/(DEFICIT)	323,469	99,552	22,179	34,311	(1,509)	22,691	(26,947)	22,367	16,574	24,891	(151,974)	(210,475)	175,130	
Projected Ending Fund Balance	984,299	760,382	683,009	695,141	659,321	683,521	633,883	683,197	677,404	685,721	508,856	450,355	835,960	-
CASH REPORT														
Monthly Beginning Balance														
Checking Account	187,962	128,845	107,812	161,366	127,610	137,214	136,288	134,389	151,107	155,180	163,096	159,162		
Money Market Accounts	603,358	888,362	994,564	1,013,114	1,046,460	1,047,433	1,067,647	1,033,909	1,051,708	1,070,344	1,092,630	915,862		
Total	791,320	1,017,207	1,102,376	1,174,481	1,174,069	1,184,647	1,203,935	1,168,298	1,202,814	1,225,524	1,255,726	1,075,024		
Monthly Ending Balance														
Checking Account	128,845	107,812	161,366	127,610	137,214	136,288	134,389	151,107	155,180	163,096	159,162	235,679		
Money Market Accounts	888,362	994,564	1,013,114	1,046,460	1,047,433	1,067,647	1,033,909	1,051,708	1,070,344	1,092,630	915,862	716,724		
Total	1,017,207	1,102,376	1,174,481	1,174,069	1,184,647	1,203,935	1,168,298	1,202,814	1,225,524	1,255,726	1,075,024	952,403		
Cash: Net Monthly Change	225,887	85,168	72,105	(411)	10,578	19,288	(35,637)	34,517	22,709	30,202	(180,702)	(122,621)		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: Bank of the West 121100782

From Date: 08/01/2018

To Date: 08/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 121100782

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
18533	08/14/2018	Oregon State Credit Union	\$65.00	1013	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18534	08/15/2018	ENDICOTT, MELISSA	\$76.52	1014	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18535	08/15/2018	KNUDSON, STACY BROOKE	\$409.51	1014	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18536	08/22/2018	AMAZON.COM	\$816.68	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18537	08/22/2018	ArmorZone Athletic	\$2,040.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18538	08/22/2018	CONSUMER POWER INC	\$848.62	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18539	08/22/2018	CORVALLIS HEATING LLC	\$5,536.00	1019	Printed	Expense	<input type="checkbox"/>		
18540	08/22/2018	COSA	\$595.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18541	08/22/2018	DAHL DISPOSAL SERVICE	\$870.00	1019	Printed	Expense	<input type="checkbox"/>		
18542	08/22/2018	EDDYVILLE POST OFFICE	\$346.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18543	08/22/2018	EPS/SCHOOL SPECIALTY	\$117.48	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18544	08/22/2018	Family ID	\$495.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18545	08/22/2018	G AND K FLOORS	\$2,930.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18546	08/22/2018	INDUSTRIAL WELDING SUPPLY	\$5.00	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18547	08/22/2018	M & E SEPTIC SERVICE	\$2,536.00	1019	Printed	Expense	<input type="checkbox"/>		
18548	08/22/2018	M & K BARK AND FLORAL	\$1,183.00	1019	Printed	Expense	<input type="checkbox"/>		
18549	08/22/2018	MARY'S PEAK TRUE VALUE	\$10.48	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18550	08/22/2018	McGraw-Hill Global Education Holdings LL	\$2,612.09	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18551	08/22/2018	Mid Western Football Officials Associati	\$616.10	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18552	08/22/2018	MOVING MINDS	\$1,094.07	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18553	08/22/2018	OSAA	\$1,770.00	1019	Printed	Expense	<input type="checkbox"/>		
18554	08/22/2018	PIONEER TELEPHONE CO	\$1,434.46	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18555	08/22/2018	REALLY GOOD STUFF	\$206.71	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: SB Bank Account 195000856

From Date: 08/01/2018

To Date: 08/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 195000856

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
2695	08/23/2018	AMAZON.COM	\$10.34	1297	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
2696	08/29/2018	EDDYVILLE CHARTER SCHOOL	\$6,129.75	1299	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
2697	08/31/2018	SILKE	\$502.31	1025	Printed	Expense	<input type="checkbox"/>		
2698	08/31/2018	Warren, Abi	\$70.90	1025	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$6,713.30

End of Report

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018 To: 6/30/2019

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
000 Undesignated	.00	.00	.00	.00	.00	.00
000 Undesignated	.00	.00	.00	.00	.00	.00
701 Elementary Fundraiser	105.00	.00	(15.00)	90.00	.00	90.00
703 Classroom Supplies	.00	1,830.00	.00	1,830.00	.00	1,830.00
704 Locker Fee	390.00	305.00	.00	695.00	.00	695.00
716 MS/HS Field Trip (6-12)	911.35	.00	.00	911.35	.00	911.35
717 MS Field Trip	.00	.00	.00	.00	.00	.00
718 HS Field Trip	.00	.00	.00	.00	.00	.00
719 Activities Bus	1,077.26	40.00	.00	1,117.26	.00	1,117.26
720 Elem/MS Athletics	1,773.70	300.00	.00	2,073.70	.00	2,073.70
721 Boys BB	2,508.84	175.00	.00	2,683.84	(2,798.60)	(114.76)
722 Girls BB	(2,096.04)	.00	.00	(2,096.04)	.00	(2,096.04)
723 CX	.00	.00	.00	.00	.00	.00
724 VB	359.53	225.00	.00	584.53	(738.50)	(153.97)
725 Track	243.30	.00	.00	243.30	.00	243.30
726 Marksmanship	72.67	.00	.00	72.67	.00	72.67
727 Cheer	997.15	465.00	.00	1,462.15	(746.34)	715.81
728 Gate Receipts	1,894.05	.00	.00	1,894.05	.00	1,894.05
729 Pay to Play	.00	1,100.00	.00	1,100.00	.00	1,100.00
750 Art	16.05	.00	.00	16.05	.00	16.05
751 Drumming	129.03	.00	.00	129.03	.00	129.03
752 Hobby Hour	112.24	.00	.00	112.24	.00	112.24
753 Career Technical Ed	371.25	.00	.00	371.25	.00	371.25

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018

To: 6/30/2019

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
754 Yearbook/Annual	336.12	135.00	.00	471.12	.00	471.12
755 Concessions	573.26	.00	.00	573.26	.00	573.26
756 Foods	468.96	.00	.00	468.96	.00	468.96
757 Horticulture	2,292.47	.00	.00	2,292.47	.00	2,292.47
759 HS Student Council	.00	.00	.00	.00	.00	.00
760 PAADA/OHANA	7,180.10	.00	(502.31)	6,677.79	(935.75)	5,742.04
761 Student Incentives	661.23	245.00	.00	906.23	(347.00)	559.23
763 BLM	3,552.00	.00	.00	3,552.00	.00	3,552.00
764 Drama	91.00	.00	.00	91.00	.00	91.00
765 Leadership	677.72	610.00	.00	1,287.72	.00	1,287.72
766 EMR	70.00	.00	.00	70.00	.00	70.00
778 Sixth/Seventh/Eighth Grade	309.99	.00	.00	309.99	.00	309.99
779 Elementary General	3,055.85	.00	.00	3,055.85	.00	3,055.85
780 Kindergarten	1,439.94	.00	.00	1,439.94	.00	1,439.94
781 First Grade	1,953.50	.00	.00	1,953.50	.00	1,953.50
782 Second Grade	1,385.85	.00	.00	1,385.85	.00	1,385.85
783 Third Grade	656.04	.00	(70.90)	585.14	.00	585.14
784 Fourth Grade	1,052.52	.00	.00	1,052.52	.00	1,052.52
785 Fifth Grade	353.19	.00	.00	353.19	.00	353.19
786 Sixth Grade	.00	.00	.00	.00	.00	.00
787 Class of 2022	3,359.79	.00	.00	3,359.79	.00	3,359.79
788 Class of 2021	135.60	.00	.00	135.60	.00	135.60
789 Class of 2020	387.23	.00	.00	387.23	.00	387.23

Eddyville Charter School, Inc.

Student Activities Summary Report

Fiscal Year: 2018-2019

From: 7/1/2018

To: 6/30/2019

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Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
790 Class of 2019	837.95	.00	.00	837.95	.00	837.95
791 Calss of 2018	1,282.28	.00	.00	1,282.28	.00	1,282.28
792 Class of 2017	35.00	.00	.00	35.00	.00	35.00
796 Heifer International	.00	.00	.00	.00	.00	.00
GRAND TOTALS	41,012.97	5,430.00	(588.21)	45,854.76	(5,566.19)	40,288.57

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: Bank of the West 121100782

From Date: 08/01/2018

To Date: 08/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 121100782

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
18556	08/22/2018	STAPLES ADVANTAGE	\$499.18	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18557	08/22/2018	The Lampo Group	\$329.87	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18558	08/22/2018	TOLEDO PHYSICAL EDUCATION SUPPLY	\$871.60	1019	Printed	Expense	<input type="checkbox"/>		
18559	08/22/2018	XEROX CAPITAL SERVICES	\$453.60	1019	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18560	08/23/2018	AMAZON.COM	\$287.33	1296	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18561	08/23/2018	COSA	\$25.00	1296	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18562	08/23/2018	OETC	\$784.00	1296	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18563	08/24/2018	AFA COMPANY	\$231.10	1023	Printed	Payroll Ded	<input type="checkbox"/>		
18564	08/29/2018	EDDYVILLE CHARTER SCHOOL ASB	\$229.83	1298	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2018	
18565	08/31/2018	ALARM SOLUTIONS INC.	\$1,115.00	1024	Printed	Expense	<input type="checkbox"/>		
18566	08/31/2018	AMAZON.COM	\$518.01	1024	Printed	Expense	<input type="checkbox"/>		
18567	08/31/2018	TRI COUNTY FIRE PROTECTION	\$524.17	1024	Printed	Expense	<input type="checkbox"/>		
18568	08/31/2018	Worthington Direct	\$2,330.64	1024	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$34,813.05

End of Report

Administrative Report

September 2018

Facilities:

- ✔ Zach from ZCS surveyed ECS facilities Sept. 4th and is currently working on drafting a proposal for the RFP. These will include:
 - Plans drafted, process guidance, hiring of contractor, apply for necessary permits
 - Estimated between \$10,000 - \$15,000
 - Column deterioration on external gym wall is first priority (Winter)
- ✔ ECS's water system continues to remain in compliance with state and county requirements.
 - Two new water fountains are being purchased for student use and one will have the water bottle fill option. Cost is under \$5,000 threshold.
 - Elementary fountain (broken) must be removed completely
- ✔ Bids are being collected for three additional heating/cooling units and the accompanying electrical install costs. Rm's 8, 35, 54 are the top three priorities.

Teachers/Students/Classrooms:

- ✔ Revised schedule and office staff fostered a smooth and efficient system to the start of the year. Unanimous feedback from staff and students is that it has been great!
- ✔ The first Anatomy/Pig Dissection course was a success with over 20 students enrolled.
 - We are looking into seat time along with field trip/lab studies to possibly award partial science or elective credit.
- ✔ Staff, group and individual, goals will be set and aligned to the Danielson model, discussed with administration, and used as a guide for our monthly walk-throughs and feedback conferences. All PD around instructional practices will align to these goals and guided expectations.
- ✔ Feedback on our new math instruction at the middle and high levels are nothing but positive. Parents are reporting that their students are making excellent progress in just a couple weeks, they are loving math and feel successful.
- ✔ ECS Open House and ice cream sundae sales were a success. We had great turnout and our new staff were ecstatic with the parent/community support.

- ✔ We are piloting a new diagnostic and learning program (i-ready from the Learning & Assessment Conference COSA sent us to in Aug.) and the feedback is that it's much better aligned with our CC standards, teacher and student use is more efficient, and the resources/tools offer a much greater benefit to student growth.
 - We are also looking at the supplemental math curriculum
 - Parent, teacher, and student feedback on our current k-5 Eureka math curriculum isn't user-friendly for anyone.
- ✔ HELP Math Tutor - Every Wednesday from 11:30-1:30
- ✔ Good News Club - Tuesdays from 2:00-3:00
- ✔ Elementary Music - Mondays and Wednesdays 1:00-2:00
- ✔ Beginning Sept. 13th, four juniors will attend OCCC for College and Career Readiness course on Fridays from 1-3; funded through our High School Success grant. This will pay for their fees and textbooks, as well.
- ✔ 45 Chromebooks hope to be ordered to complete our 1:1 goal. All students in grades 3rd - 12th will have access to these systems and it will support our Google Classroom initiative. This is another High School Success Grant allocation.

Administration:

- ✔ New Superintendent Academy sessions continue to be a great resource for guidance on numerous issues. Next session is Sept. 21st in Portland.
- ✔ Bend New Principal Conference will be Oct. 20th - 22nd. COSA is paying for me to attend this conference, as well.
- ✔ Eugene Sped Conference will be Oct. 3rd in Eugene.
- ✔ WE are receiving/continuing to receive training (off campus and webinars) for office staff in operating systems via LBLESD.
- ✔ All students have reset gradebook access credentials, and an efficient system to access those for parents/students who may need assistance throughout the year.
- ✔ PACE School Safety Protocol conference Oct. 10th in The Dalles (pending Webinar)
- ✔ PBIS: School-wide incentives for both behaviors and attendance are in place and classes are working on earning points for small prizes and quarterly trips. Mrs. Ulstad

implemented and held assemblies to explain/promote our Eagle Advisory Games. Class points are posted on the TV monitor and updated daily. Student buy-in is huge!

- ✔ SEL: Advisory periods and set curriculum are working well, as behavior reports are extremely low in our first three weeks.
- ✔ AdvancED engagement review is scheduled for Sept. 20th. They will meet with Dani and I to identify our team, our areas needing improvement, and a plan of action to follow/implement prior to our evaluation in the spring.
- ✔ OSBA policy subscription renewed. Board policies will be managed and searchable online. I am currently working with OSBA to update what was accomplished last year.
- ✔ I met with Diana McKenzie, LCSD Charter School liaison.
 - Assisting me with a revitalization grant to jumpstart more CTE programs at ECS.
 - Guiding me in researching our online education options as our current system will expire this year. They were so kind as to extend our use of LCSD licenses this year. This will need to be budgeted on our own for the 19-20 school year.
- ✔ Communication channels continue to grow:
 - Updated website www.eddyvillecharterschool.org
 - Email subscribe option
 - Facebook Eddyville Eagles
 - Instagram @Eddyville Charter School
 - Daily and Weekly announcements posted, read, emailed, sent home (weekly)
- ✔ Reports from community entering the building and calling in are loving the way the school is operating, the confidence they have in our new systems, staff, and organization.

Garrett Thompson
Athletic Director

September A.D. Report

September 10, 2018

Hi All,

We are two weeks into school and have our first middle school games this week. Our numbers have grown since our last AD Report. We have 7 new high school athletes between volleyball, football, and cross-country. Our new football scoreboard should be here by next week.

We held a meeting the first week of school for girls' basketball. Eight girls were interested so I will be starting the hiring process for a coach soon. I am in the process of scheduling our elementary volleyball teams. I am still in need of coaches for both teams, but am hopeful that we can find coaches.

Thanks!

August 1, 2018

Dear Eddyville Charter School Administration and School Board,

I am writing to request a one-year leave of absence from teaching at Eddyville Charter School during the 2018-2019 school year. I am pregnant for the first time (so exciting!) and have been dealing with new health complications relating to pregnancy, and although I feel it necessary to reduce my overall work load during this time, I am hopeful that I can maintain a close connection with the Eddyville community through substitute teaching on a regular basis this year. Eddyville Charter and its staff and students are near to my heart, and I am hopeful that I will have the opportunity to return here as a full time teacher when the time is right. I am grateful that I had the opportunity to be part of the Eddyville community over this past winter and spring.

Thank you for your consideration of my request. I hope to see all of you throughout the fall and winter, if in a different capacity.

All the best,

Nichole Livesay
4175 NE Morning St.
Corvallis, OR 97330
(541) 231-9468

*Debra Rariden
4141 Clem RD
Blodgett, OR 97326*

*Stacey Knudson
Superintendent
Eddyville Charter School
1 Eddyville School RD
Eddyville, OR 97343*

September 5, 2018

Dear Ms. Knudson,

Please accept my resignation from my position as a teacher's aide at Eddyville Charter School. My last day will be January 1st 2019.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the charter school.

I wish you all the best. If I can be of any assistance to you during the remainder of the term, please let me know.

Sincerely yours,

Debra Rariden

Graduation Requirements**

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The public charter school will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if he/she is 18 years of age or older or emancipated.

If the public charter school requires diploma requirements beyond the state requirements, the public charter school shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the public charter school shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that district or public charter school².

The public charter school will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The public charter school will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

¹As defined in ORS 30.297.

²For a diploma awarded on or after January 1, 2018.

Essential Skills

The public charter school [will] [will not] allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The public charter school will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21)³.

⁴The public charter school will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The public charter school may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The public charter school may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The public charter school shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

³This criteria does not apply to students seeking a diploma in 2017-2018.

⁴[This paragraph is required if the charter school allows ELL students to demonstrate proficiency in Essential Skill of Apply Mathematics and other courses.]

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipate or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district's superintendent in which the public charter school is located, who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five when a student is taking an alternate assessment, the public charter school will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public charter high school, as determined by the individualized education program (IEP) team.

A student who qualifies to receive a modified diploma but has not yet been awarded the modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.⁵

The public charter school will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the public charter school will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

⁵A student who received a modified diploma prior to July 1, 2018 shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.

The public charter school will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student performance.

The public charter school may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirements using another approved assessment option.

The public charter school will issue a high school diploma, upon request and pursuant to Oregon law (ORS 332.114), to a person or representative of a deceased person who served in the U.S. Armed Forces⁶ and was discharged or released under honorable conditions.

The public charter school shall establish conduct and discipline consequences for student-initiated test impropriety. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

[ORS 329.045](#)
[ORS 329.095](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.114](#)
[ORS 339.115](#)

[ORS 343.295](#)
[OAR 581-022-1910](#)
[OAR 581-022-2000](#)
[OAR 581-022-2010](#)
[OAR 581-022-2015](#)

[OAR 581-022-2020](#)
[OAR 581-022-2025](#)
[OAR 581-022-2030](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION (FEBRUARY 4, 2016).
Essential Skills and Local Performance Assessment Manual, published by the OREGON DEPARTMENT OF EDUCATION (MARCH 17, 2016).

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⁶The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
 - a. World War I;
 - b. World War II;
 - c. The Korean Conflict; or
 - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
 - a. Operation Urgent Fury (Grenada);
 - b. Operation Just Cause (Panama);
 - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
 - d. Operation Restore Hope (Somalia);
 - e. Operation Enduring Freedom (Afghanistan); or
 - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

Graduation Requirements

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 25 credits which include at least:

1. Four credits of English (shall include the equivalent of one unit in written composition);
2. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
3. Three credits of science;
4. Three credits of social sciences (including history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. Three credits in career and technical education, the arts or world language (units shall be earned in any one or a combination).
8. One credit in Senior Seminar.

The public charter school shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements as outlined in OAR 581-022-2000, a student must:

1. Demonstrate proficiency in the Essential Skills of Reading, Writing and Apply Mathematics;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence; and
4. Participate in career-related learning experiences outlined in the education plan.

Essential Skills Appeal

The public charter school will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The public charter school will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of state board adopted academic standards adopted by the State Board of Education for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

1. Three credits in English;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finances));
5. One credit in health education;
6. One credit in physical education; and
7. One credit in career technology, the arts or a world language (units may be earned in any one or a combination).
8. One credit in Senior Seminar.
9. Eleven credits in electives and/or work credit.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.

A student must also demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

Public charter schools may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP), any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school

teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;

2. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

Beginning in grade five when a student is taking an alternate assessment, the public charter school shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
 - a. Two credits of mathematics;
 - b. Two credits of English;
 - c. Two credits of science;
 - d. Three credits of history, geography, economics or civics;
 - e. One credit of health;
 - f. One credit of physical education;
 - g. One credit of the arts or a world language.
 - h. One credit in Senior Seminar
2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers; or
 - b. A medical condition that creates a barrier to achievement; and
 - c. Participating in an alternate assessment no later than grade six and lasting for two or more assessment cycles; or
 - d.** A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five when a student is taking an alternate assessment, the public charter school shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.

Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the public charter school. Alternative certificates will be awarded based on individual student needs and achievement.

Beginning in grade five when a student is taking an alternate assessment, the public charter school shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form¹ and submitting the form to the public charter school.

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¹www.ode.state.or.us: or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

Criminal Records Checks and/or Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the public charter school shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the public charter school, that will have direct, unsupervised contact with students shall have criminal records checks and/or fingerprinting, as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

As required by state law, a criminal records check shall be required of the following individual or individuals (subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting):

1. All public charter school contractors and/or their employees, whether employed part-time or full-time, considered by the public charter school to have unsupervised access to students;
2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education (ODE), Child Care Division;
3. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day;
4. Any individual considered for volunteer service with the public charter school who is to have direct, unsupervised contact with students.

The identity of an individual requiring fingerprinting will be provided by the public charter school to the authorized fingerprinter for verification.

An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

A subject individual who has failed to disclose the presence of convictions, that would not otherwise prohibit his or her employment with the public charter school as provided by law, will not be employed or contracted with, by the public charter school. The public charter school’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

The public charter school shall not begin the employment of a subject individual or terms of a public charter school contractor before the return and disposition of the required criminal records check and/or fingerprinting.

The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.

An individual who knowingly made a false statement as to the conviction of any crime on public charter school volunteer forms, as determined by the public charter school, will result in immediate termination from the ability to volunteer in the public charter school.

Fees associated with a criminal records check and/or fingerprinting may be charged.

The public charter school administrator shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

An individual eligible may appeal a determination that prevents his/her employment or eligibility to contract with the public charter school to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 336.631](#)

[ORS 338.115\(h\)](#)
[ORS 342.127](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 to -0030](#)
[OAR 581-021-0500](#)
[OAR 581-022-2430](#)
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2017).

Criminal Records Checks and/or Fingerprinting

Subject Individual Requirements

1. An individual who is an employee of a public charter school, full-time or part-time, shall be required to undergo a nationwide criminal records check and fingerprinting.
2. Any individual newly hired, full-time or part-time and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.
3. Any individuals applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
5. Any public charter school contractor¹, whether part-time or full-time, or an employee of a public charter school contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The public charter school administrator will identify contractors who are present on public charter school property and regularly interact with students and are subject to such requirements.

6. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
7. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day, shall be required to undergo a nationwide criminal records check and fingerprinting.
8. Any individual authorized by the public charter school for volunteer service into a position having direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.

¹Contractor employees may not be required to submit fingerprinting until the contractor has been offered a contract.

9. Any individual authorized by the public charter school for volunteer service that does not have direct, unsupervised contact with students will not be required to undergo an Oregon criminal records check.

Exceptions

A newly hired employee is not subject to fingerprinting if the public charter school has on file evidence that the newly hired employee previously and successfully completed an Oregon and a FBI criminal records check for a previous employer that was a public charter school, ESD or school district.

Evidence will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the public charter school can demonstrate records are not otherwise available;
2. The public charter school shall maintain evidence that the employee has not resided outside the state between the two periods of time working in the public charter school.

Notification

1. The public charter school will provide notification to individuals subject to criminal records checks and/or fingerprinting of the following:
 - a. Such criminal records checks and/or fingerprinting are required by law and/or Board policy;
 - b. Any action resulting from such checks that impact employment or contract may be appealed as a contested case;
 - c. All employment or contract offers, or the ability to volunteer, are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records checks and/or fingerprinting result in immediate termination from employment or contract status or the ability to volunteer in the public charter school;
 - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on public charter school employment applications, contracts or ODE forms or public charter school volunteer forms, written or electronic, will result in immediate termination from employment or contract status or the ability to volunteer in the public charter school.
2. The public charter school will provide written notice through such means as employment applications, contract, or volunteer forms.

Processing/Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available from the public charter school).

2. If the individual is subject to fingerprinting per state law, he/she will be required by the public charter school, and is responsible to report within three working days to an authorized fingerprinter for fingerprinting as directed by the public charter school.

Fingerprints may be collected by one of the following:

- a. Employing public charter school staff;
- b. Contracted agent of employing public charter school; or
- c. Local or state law enforcement agency.

The individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.

3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the public charter school will provide the name of the individual to be fingerprinted to the authorized fingerprinter-
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will notify the public charter school of said results and any subject individual it believes has knowingly made a false statement as to conviction of a crime prohibiting employment or contract.
5. A copy of the required form to authorize fingerprinting, and results of such, will be kept in the employee's personnel file.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the public charter school including contractors² and their employees, shall be paid by the individual.
2. Fees are payable within three working days of beginning employment, volunteer service-or contract.
3. An individual offered employment in the public charter school may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The public charter school may withhold such fees only upon the request of the individual.
4. Fees associated with required criminal records checks for volunteers shall be paid by the individual public charter school.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. Any individual required to submit to a criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the public charter school administrator upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or his/her designee the employee has conviction of any crimes prohibiting employment with the public charter school as specified in law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law [may] [will] be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or his/her designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any public charter school policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who will have direct, unsupervised contact with students that refuses to submit to a required, criminal records check to acquire or maintain a volunteer status in the public charter school in accordance with law and/or Board policy will be denied the ability to volunteer in the public charter school.
5. If the public charter school has completed a required criminal records check and the public charter school has been notified by the Superintendent of Public Instruction that the individual knowingly made a false statement on an ODE form as to conviction of any crime that may otherwise prevent a volunteer status in the public charter school, the individual will be denied the ability to volunteer.

²Contractor employees may not be required to submit fingerprinting until the contract has been offered a contract.

6. Any volunteer who knowingly makes a false statement, as determined by the public charter school, on a public charter school volunteer application form will be denied the ability to volunteer in the public charter school.

Appeals

An individuals may appeal a determination, that prevents his/her employment or eligibility to contract with the public charter school, to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

Communicable Diseases - Students

The public charter school shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

When an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, the administrator involved shall exclude the student from school and if the disease is a reportable disease, will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The public charter school may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The public charter school will include, as a part of its emergency plan, a description of the actions to be taken by school personnel in the case of a declared public health emergency or other catastrophe that disrupts public charter school operations.

The public charter school shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law.

The administrator will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150](#) to -431.157
[ORS 433.001](#) to -433.526

[OAR 333-018](#)
[OAR 333-019-0010](#)
[OAR 333-019-0014](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Communicable Diseases – Student**

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to chickenpox, diphtheria, hepatitis A, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and tuberculosis disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy¹ or by the local health administrator, after determining that it presents a significant public health risk in the school setting.
2. “Susceptible” means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.

Restrictable Diseases

1. An administrator that has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, shall exclude that student from school and send him/her home. If the disease is reportable, the administrator will report the occurrence to the local health department.
2. The student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the student does not have or is not a carrier of any restrictable diseases.
3. An administrator will exclude a susceptible student that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public’s health, or the local health officer states the diseases is no longer

¹“OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.

4. The public charter school may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse or school nurse states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local health officer states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may also be removed by a school nurse or health care provider.
5. More stringent exclusion standards for students from school may be adopted by the local health department or by the public charter school through Board adopted policy.
6. A disease is considered to be a restrictable disease if it is listed in OAR 333-019-0010, or it has been designated to be a restrictable disease through Board policy or by the local health administrator, after determining that it presents a significant public health risk in the school setting.
7. The public charter school's emergency plan shall address the school's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the public charter school and with all rules set forth by the Oregon Health Authority, Public Health Division and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate response when the administrator is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.
3. An administrator shall determine other persons with a legitimate educational interest who may be informed of the communicable nature of an individual student's disease, or an employee's communicable disease, within guidelines allowed by law.

Education

1. The administrator or designee shall seek information from the school's nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.
2. The administrator or designee shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.

3. The administrator or designee shall review the appropriateness of the educational program and the educational setting of each individual student.

Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the school's nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All public charter school personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA).

Medications/* (Version 1)**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies.
- b. That under federal law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the public charter school from a student or a parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. Prescriber¹ means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.

¹A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated medication pursuant to public charter school policy and procedure.

2. Designated Staff/Training

- a. The administrator will designate personnel authorized to administer prescription or nonprescription medication to a students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care programs on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The administrator will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The administrator will ensure the training required by Oregon is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, public charter school policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the public charter school policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. A statement that the designated personnel has received the required training will be signed by the staff member and filed in the public charter school office.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the administrator will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the public charter school;
- d. The administrator will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

5. Administering Medications to a Students

- a. A request to permit designated personnel to administer medication to a student may be approved by the public charter school and is subject to the following:
- (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the public charter school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for the designated personnel to administer nonprescription medication to a student must be submitted to the public charter school office and ~~shall include~~ is subject to the following:
 - (a) The nonprescription medication is necessary for the student to remain in school;
 - (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
 - (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documentation will be made on the public charter school's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dosage, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the public charter school.

6. Administration of Medication by a Student to Themselves

- a. A student, including a student with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
- (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the public charter school must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of a student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care programs on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from the administrator and a prescriber or a registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The medication must have the student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
 - (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;

- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

- b. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains a multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a students who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide back up medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the public charter school;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates Board policy and/or this administrative regulation;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

7. Handling, Monitoring, and Safe Storage of Medication Supplies for Administering Medication to Students

- a. Medication administered by designated personnel to a student or self administered by a student, must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another public charter school employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the administrator immediately and documented in the student's medication log. For such medication, not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:

- (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator;
 - (3) Access to medication storage keys will be limited to the administrator and designated personnel.
- e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

8. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from staff-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and administrator will be notified immediately.
- b. Minor adverse reactions that result from staff-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- c. Any available public charter school staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

9. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - (4) Placed in impermeable nondescriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All medication will be disposed of by designated personnel in the presence of another public charter school employee and documented as described in Section 10 below.

10. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the public charter school. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;

- (4) Incidents of emergency and minor adverse reaction by a student to a medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, the manner in which the medication was destroyed and the signature of the staff involved.
-
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
 - c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and his/her parents or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.