Dr. Michelle L. Johnstone
Superintendent

Dennis J. Engle
Assistant Superintendent

2016-17
Board of Directors

Michael Blanchard

Michael Bollman

Lu Ann Meyer

Matt Posey

Jon Woods

Board Secretary
Debbie Green

Please join us at our school board meetings. Unless otherwise scheduled the board meets the second and fourth Mondays of the month.

District Office
Board Room
6:30 p.m.

Mission Statement
Working Together for all Students to Achieve High Levels of Learning

Dallas School District
111 SW Ash Street
Dallas OR 97338

503.623.5594 ph
503.623.5597 fax

Agenda
Board Meeting
April 10, 2017
Dallas High School
3 p.m.

Work Session with DHS Staff:

- **As you reflect on the progress made at DHS this year, how do you feel about our current reality?**
- **How does your current reality compare to your past experiences at DHS?**
- **What do you see for the future of DHS in the next year or so?**
- **In what ways could the board assist you as you move forward?**

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

3.0 Good News
- 3.1 Theater Field Trip to Ashland
- 3.2 LMS choir student Wyatt Button has been accepted into the 2017 Middle School Honors Performance Series at Carnegie Hall!
- 3.3 Deeper Learning Conference Attendance
- 3.4 DHS Student of the Month Emmamae Johnson
- 3.5 Pi Day Memorization Contest winners Eden Grey Star, Tommy Segovia, and Toby Hogan
- 3.6 Lyle Jog-A-Thon earned $18,029.93

4.0 Announcements
- 4.1 April calendar 626
- 4.2 Citizens Oversight Committee Meeting, April 17, 2017, 6 p.m.
- 4.3 Next board meeting April 24, 2017, 3 p.m. work session at Morrison
- 4.4 Budget Committee Meeting, April 24, 2017, 5 p.m.

5.0 Financial Report – Tami Montague
- 5.1 Bond Financial Report 627

6.0 Consent Agenda
- 6.1 Approval of March 13, 2017, board minutes 632

7.0 CTE Advisory Committee – Tim Ray
- 7.1 CTE Handbook 637

8.0 Contract Approvals

8.1	Whitworth Seismic Work – 2KG Construction	657
8.2	Oakdale Heights Construction Project	
8.3	Lyle Construction Project	

9.0 Policies (First Reading)

9.1	IKI – Academic Integrity	664
9.2	JECBD – Homeless Students	665
9.3	JHC – Student Health Services and Requirements	666
9.4	KGB – Public Conduct on School Property	668

10.0 Administrative Rules (Information Only)

10.1	JECBD-AR – Homeless Students	670

11.0 Reports

11.1	Enrollment Report	674
11.2	LVCS Enrollment Report	676
11.3	LVCS Financial Reports	677
11.4	LVCS Board Minutes	681
11.5	Bond Update – Kevin Montague	683
	12.5.1 Radon Report	

12.0 Public Comment

13.0 Executive Session per ORS 192.660

(e) to Confer with Persons Designated by the Board to Negotiate Regarding Real Property Transactions

(i) To Evaluate the Employment-related Performance of District Personnel

14.0 Adjourn

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338

Working together for all students to achieve high levels of learning

DALLAS SCHOOL DISTRICT

Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled "public comment." It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board's work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

If you wish to address the Board, please fill out the request for public comment form available outside the board room. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board secretary with your request by simply handing them the public participation form. This will be directed to the board chair.

Thank you for taking an interest in student education.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception
Dallas School District 2
111 SW Ash Street
Dallas, OR 97338
503-623-5594

Or: e-mail compliance.officer@dsd2.org

Dr. Michelle L. Johnstone, Superintendent • **Dennis J. Engle**, Assistant Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Lu Ann Meyer • Matt Posey • Jonathan Woods

April—2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6 OHE Site Council, 2:30 p.m. ESSA Committee 6 p.m.	7	8
9	10 **Board Work Session at DHS 3 p.m.**	11	12	13	14	15
16	17 Secondary Assessment No 6-12 students DHS Site Council 3:30 p.m. Rm 103 **Citizens Oversight Committee Meeting 6 p.m.**	18	19	20	21	22
23	24 **Board Work Session at Morrison 3 p.m.** **Budget Committee Meeting, 6 p.m.**	25 Lyle Site Council, 2:30 p.m.	26 Whitworth Site Council 2:45 p.m.	27	28	29
30						

To see the entire Dallas School District Upcoming Events go to:
www.dsd2.org

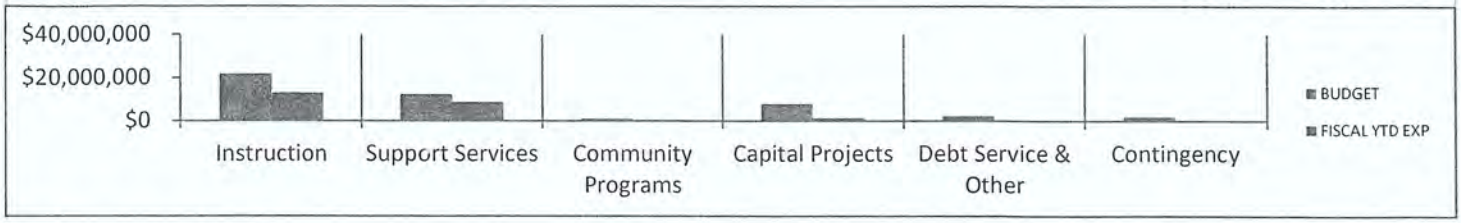
To see the entire Athletic Schedule go to: www.dallas.k12.or.us/dhsathletics

All Funds YTD
Actuals as of December 31, 2016

DALLAS SD 2016-17

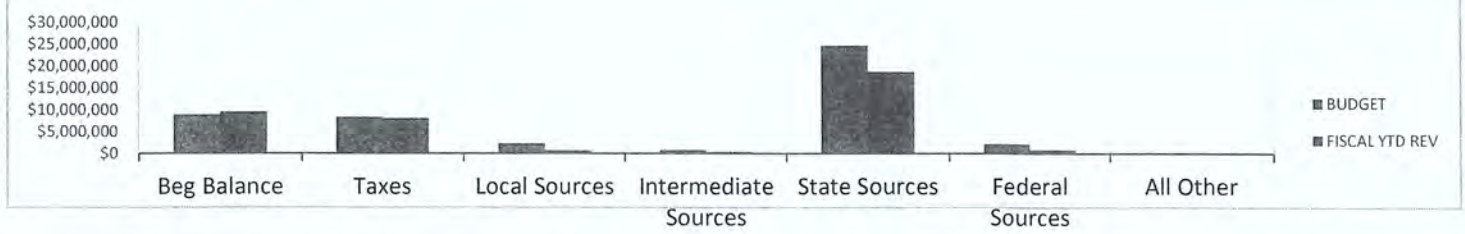
Updated March 31, 2017

Expenses 100,95



STATUS	EXPENSES	BUDGET	FISCAL YTD EXP	DIFFERENCE ($)	% SPENT
	Instruction	$21,653,769.00	$13,022,679.15	$8,631,089.85	60%
	Support Services	$12,395,797.00	$8,711,766.86	$3,684,030.14	70%
	Community Programs	$1,023,200.00	$617,484.52	$405,715.48	60%
	Capital Projects	$8,000,000.00	$1,349,493.61	$6,650,506.39	17%
	Debt Service & Other	$2,390,140.00	$90.65	$2,390,049.35	0%
	Contingency	$1,825,000.00	$0.00	$1,825,000.00	0%
	Total Expenses	**$47,287,906.00**	**$23,701,514.79**	**$23,586,391.21**	

Revenue 95,75



STATUS	RESOURCES	BUDGET	FISCAL YTD REV	DIFFERENCE ($)	% COLLECTED
	Beg Balance	$8,900,000.00	$9,495,277.58	$595,277.58	107%
	Taxes	$8,352,750.00	$8,056,355.71	-$296,394.29	96%
	Local Sources	$2,255,630.00	$682,534.31	-$1,573,095.69	30%
	Intermediate Sources	$806,800.00	$415,236.66	-$391,563.34	51%
	State Sources	$24,663,953.00	$18,647,751.13	-$6,016,201.87	76%
	Federal Sources	$2,188,773.00	$893,680.55	-$1,295,092.45	41%
	All Other	$120,000.00	$180.00	-$119,820.00	0%
	Total Revenues	**$47,287,906.00**	**$38,191,015.94**	**-$9,096,890.06**	81%
	Cash Flow		**$14,489,501.15**		

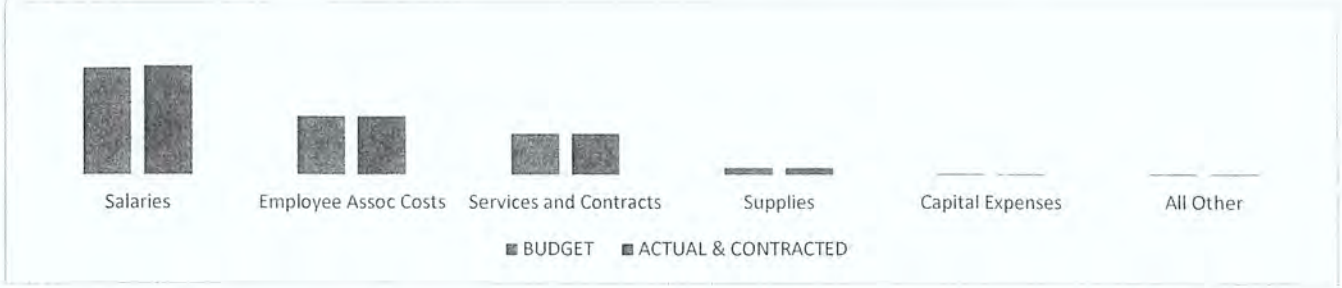
General Fund
projected through June 30, 2017

DALLAS SD 2016-17

Updated March 31, 2017

Expenses

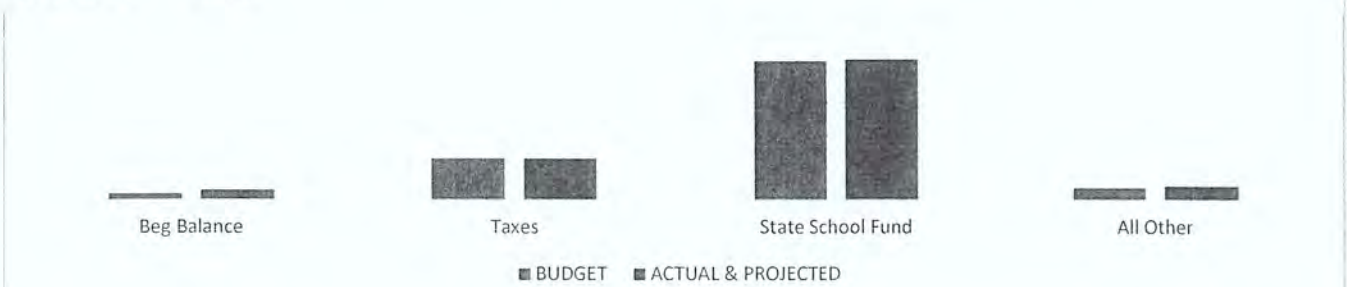
100.95



STATUS	EXPENSES	BUDGET	ACTUAL & CONTRACTED	DIFFERENCE ($)	DIFFERENCE (%)
●	Salaries	$14,644,989.00	$14,879,261.02	-$234,272.02	-2%
○	Employee Assoc Costs	$8,050,155.00	$7,997,437.86	$52,717.14	1%
●	Services and Contracts	$5,661,775.00	$5,661,775.60	-$0.60	0%
○	Supplies	$1,007,800.00	$1,007,800.00	$0.00	0%
○	Capital Expenses	$176,500.00	$176,500.00	$0.00	0%
○	All Other	$244,980.00	$244,980.00	$0.00	0%
	Total Expenses	**$29,786,199.00**	**$29,967,754.48**	**-$181,555.48**	

Revenue

95.75



STATUS	RESOURCES	BUDGET	ACTUAL & PROJECTED	DIFFERENCE ($)	DIFFERENCE (%)
●	Beg Balance	$1,000,000.00	$1,507,793.14	$507,793.14	51%
●	Taxes	$6,423,000.00	$6,423,253.77	$253.77	0%
●	State School Fund	$21,490,349.00	$21,749,128.00	$258,779.00	1%
○	All Other	$1,872,850.00	$2,165,109.29	$292,259.29	16%
	Total Revenues	**$30,786,199.00**	**$31,845,284.20**	**$1,059,085.20**	3%
	Ending Fund Balance	**$1,000,000.00**	**$1,877,529.72**	**$877,529.72**	

FUND 100

GENERAL FUND — FY 2016-17

Revenue & Resources	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	YTD Total	Projected	Total Received & Projected	Budget	%
Beginning Fund Balance						$ 1,507,793.14				$ 1,507,793.14	$ -	$ 1,507,793	$ 1,000,000	100.0%
Taxes				$ 17,784.28	$ 5,823,935.71	$ 41,288.32	$ 58,079.37	$ 40,441.66	$ 13,155.86	$ 5,994,685.20	$ 428,569	$ 6,423,254	$ 6,423,000	93.3%
Interest Income	$ 2,217.65	$ 3,364.00	$ 3,403.49	$ 3,376.95	$ 4,411.82	$ 7,503.17	$ 8,135.27	$ 6,797.45	$ 7,512.83	$ 46,722.63	$ 18,000	$ 64,723	$ 38,500	121.4%
State School Funds	$ 3,597,735.00	$ 1,797,788.00	$ 1,797,788.00	$ 1,797,788.00	$ 1,797,788.00	$ 1,797,527.00	$ 1,797,527.00	$ 1,797,527.00	$ 1,804,047.91	$ 17,985,515.91	$ 3,763,612	$ 21,749,128	$ 21,490,349	83.7%
Common School Fund						$ 219,054.55				$ 219,054.55	$ 94,005	$ 313,060	$ 313,060	70.0%
Other Sources	$ 224.92	$ 14,661.69	$ 2,233.05	$ 94,336.69	$ 28,172.40	$ 53,795.54	$ 54,988.81	$ 31,586.96	$ 159,024.17	$ 439,024.23	$ 1,348,302	$ 1,787,327	$ 1,521,290	28.9%
Total Revenue FY 2016-2017	**$3,600,177.57**	**$1,815,813.69**	**$1,803,424.54**	**$1,913,285.92**	**$7,654,307.93**	**$3,407,907.17**	**$2,137,785.00**	**$1,876,353.07**	**$1,983,740.77**	**$26,192,795.66**	**$ 5,652,489**	**$ 31,845,284**	**$ 30,786,199**	**85.1%**
FY 2015-2016	$1,832,857.69	$1,831,001.20	$1,961,855.23	$7,415,866.76	$3,877,397.35	$2,079,490.65	$1,873,985.85	$2,063,822.29	$1,484,407.49					

Expenditures by Object:	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	YTD Total	Encumbered	Total Expended & Encumbered	Budget	%
100 Salaries	$ 287,982.95	$ 349,984.83	$ 1,201,980.05	$ 1,292,035.72	$ 1,316,889.98	$ 1,286,160.49	$ 1,159,001.97	$ 1,286,963.15	$ 1,252,889.54	$ 9,433,888.68	$ 5,165,372	$ 14,599,261	$ 14,644,989	99.7%
200 Associated Payroll	$ 192,346.77	$ 256,143.70	$ 688,836.31	$ 668,609.39	$ 694,606.59	$ 671,282.53	$ 636,145.59	$ 662,115.04	$ 656,821.96	$ 5,126,907.88	$ 2,649,730	$ 7,776,638	$ 8,050,155	96.6%
300 Services	$ 104,617.76	$ 789,834.75	$ 387,545.23	$ 510,800.17	$ 466,061.93	$ 510,185.25	$ 460,869.78	$ 414,593.34	$ 592,805.45	$ 4,237,313.66	$ 1,340,700	$ 5,578,014	$ 5,661,775	98.5%
400 Supplies & Materials	$ 256,111.56	$ 145,977.56	$ 143,013.61	$ 45,132.44	$ 51,907.56	$ 37,758.89	$ 27,464.57	$ 97,166.65	$ 42,595.79	$ 847,128.63	$ 126,580	$ 973,709	$ 1,007,800	96.6%
500 Equipment	$ 24,860.00	$ 320.00	$ -	$ -						$ 25,180.00	$ 6,100	$ 31,280	$ 176,500	17.7%
600 Dues & Fees	$ 188,201.03	$ 2,625.00	$ 3,281.00	$ 129.63	$ 1,712.01	$ (3,370.30)	$ 2,949.00	$ 1,722.08	$ 274.00	$ 197,523.45	$ 555	$ 198,078	$ 204,980	96.6%
700 Fund Modifications	$ -									$ -	$ -	$ -	$ 40,000	0.0%
800 Planned Reserve	$ -									$ -	$ -	$ -	$ 1,000,000	0.0%
Not Yet Encumbered/Projected												$ 810,775		
Total Expenditures FY 2016-2017	**$ 1,054,120.07**	**$ 1,544,885.84**	**$ 2,424,656.20**	**$ 2,516,707.35**	**$ 2,531,178.07**	**$ 2,502,016.86**	**$ 2,286,430.91**	**$ 2,462,560.26**	**$ 2,545,386.74**	**$ 19,867,942.30**	**$ 9,289,037**	**$ 29,967,754**	**$ 30,786,199**	**97.3%**
FY 2015-2016	$ 1,337,978.87	$ 1,016,793.75	$ 2,352,886.89	$ 2,426,144.94	$ 2,848,642.66	$ 2,427,837.73	$ 2,335,124.01	$ 2,511,905.06	$ 2,395,629.53					

Expenditures by Function: (Appropriated)	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	YTD Total	Encumbered	Total Expended & Encumbered	Budget	%
1000 Instruction	$ 60,353.62	$ 783,536.30	$ 1,580,732.23	$ 1,605,749.79	$ 1,641,796.47	$ 1,595,601.45	$ 1,469,822.01	$ 1,589,853.16	$ 1,560,694.47	$ 11,888,139.50	$ 6,278,040	$ 18,166,179	$ 18,630,088	97.5%
2000 Support	$ 993,766.45	$ 761,349.54	$ 843,923.97	$ 910,957.56	$ 889,381.60	$ 906,415.41	$ 816,608.90	$ 872,707.10	$ 984,692.27	$ 7,979,802.80	$ 3,010,997	$ 10,990,800	$ 11,116,111	98.9%
3000 Community Service										$ -	$ -	$ -	$ -	0.0%
5000 Transfers										$ -	$ -	$ -	$ 40,000	0.0%
6000 Contingency										$ -	$ -	$ -	$ 1,000,000	0.0%
Not Yet Encumbered												$ 810,775		
Total Expenditures FY 2016-2017	**$ 1,054,120.07**	**$ 1,544,885.84**	**$ 2,424,656.20**	**$ 2,516,707.35**	**$ 2,531,178.07**	**$ 2,502,016.86**	**$ 2,286,430.91**	**$ 2,462,560.26**	**$ 2,545,386.74**	**$19,867,942.30**	**$ 9,289,037**	**$ 29,967,754**	**$ 30,786,199**	**97.3%**
FY 2015-2016	$ 1,337,978.87	$ 1,016,793.75	$ 2,352,886.89	$ 2,426,144.94	$ 2,848,642.66	$ 2,427,837.73	$ 2,335,124.01	$ 2,511,905.06	$ 2,395,629.53			$ -		

Ending Fund Balance FY 2016-2017 — ***$ 1,877,530 $ 0***

FY 2015-2016 — $ 1,398,000

INVESTMENTS — FY 2016-17

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
LGIP 5703 - TANS/SSF/Taxes									
Beginning Balance	$ 1,725,317.44	$ 3,906,494.44	$ 4,285,155.02	$ 3,628,776.66	$ 3,259,109.25	$ 8,485,019.21	$ 8,150,038.60	$ 7,629,040.77	$ 7,073,565.23
Interest	$ 2,217.65	$ 3,303.40	$ 3,391.04	$ 3,336.06	$ 4,375.30	$ 7,454.64	$ 8,081.85	$ 6,769.57	$ 7,454.93
Deposits	$ 3,894,483.41	$ 1,835,633.78	$ 1,877,166.70	$ 1,858,551.11	$ 9,582,572.39	$ 1,852,575.35	$ 2,094,840.71	$ 1,851,614.69	$ 1,996,597.36
Fees	$ (10.85)	$ (10.70)	$ (10.80)	$ (10.65)	$ (12.05)	$ (10.60)	$ (10.85)	$ (10.70)	$ (10.70)
Withdrawals	$ (1,715,513.21)	$ (1,460,265.90)	$ (2,536,925.30)	$ (2,231,543.93)	$ (4,361,025.68)	$ (2,195,000.00)	$ (2,623,909.54)	$ (2,413,849.10)	$ (2,546,342.26)
Month-End Balance	$ 3,906,494.44	$ 4,285,155.02	$ 3,628,776.66	$ 3,259,109.25	$ 8,485,019.21	$ 8,150,038.60	$ 7,629,040.77	$ 7,073,565.23	$ 6,531,264.56
LGIP 5770 - Debt Service									
Beginning Balance	$ 318,095.75	$ 333,845.60	$ 344,361.86	$ 356,537.07	$ 363,385.49	$ 2,325,286.19	$ 2,327,304.78	$ 2,363,490.28	$ 2,379,424.53
Interest	$ 246.69	$ 260.41	$ 271.93	$ 314.54	$ 885.22	$ 2,028.59	$ 2,286.06	$ 2,094.65	$ 2,480.14
Deposit	$ 15,513.21	$ 10,265.90	$ 11,925.30	$ 6,543.93	$ 1,961,025.68		$ 33,909.54	$ 13,849.65	$ 46,342.26
Fees	$ (10.05)	$ (10.05)	$ (10.10)	$ (10.05)	$ (10.20)	$ (10.00)	$ (10.10)	$ (10.05)	$ (10.05)
Withdrawals	$ -	$ -	$ (11.92)	$ -	$ -				
Month-End Balance	$ 333,845.60	$ 344,361.86	$ 356,537.07	$ 363,385.49	$ 2,325,286.19	$ 2,327,304.78	$ 2,363,490.28	$ 2,379,424.53	$ 2,428,236.88
LGIP 5018 - Facilities, Repairs & Maintenance									
Beginning Balance	$ 162,253.35	$ 162,354.55	$ 162,461.01	$ 127,030.72	$ 127,121.49	$ 127,208.76	$ 127,299.69	$ 127,403.98	$ 127,496.32
Interest	$ 121.25	$ 126.51	$ 102.10	$ 110.82	$ 107.32	$ 110.98	$ 124.34	$ 112.39	$ 130.81
Deposit	$ -	$ -							
Fees	$ (20.05)	$ (20.05)	$ (20.10)	$ (20.05)	$ (20.05)	$ (20.05)	$ (20.05)	$ (20.05)	$ (20.05)
Withdrawals	$ -	$ -	$ (35,512.29)						
Month-End Balance	$ 162,354.55	$ 162,461.01	$ 127,030.72	$ 127,121.49	$ 127,208.76	$ 127,299.69	$ 127,403.98	$ 127,496.32	$ 127,607.08
LGIP 3804/3974 - GO Bonds S2010/2015									
Beginning Balance	$ 6,938,831.77	$ 6,690,360.87	$ 6,492,042.03	$ 6,179,061.74	$ 5,899,902.65	$ 5,769,793.32	$ 5,724,743.53	$ 5,635,217.06	$ 5,511,082.35
Interest	$ 5,032.09	$ 5,167.33	$ 4,796.72	$ 5,326.59	$ 4,878.49	$ 4,998.39	$ 5,510.58	$ 4,877.85	$ 5,627.54
Deposit		$ -							
Fees		$ -							
Withdrawals	$ (253,502.99)	$ (203,486.17)	$ (317,777.01)	$ (284,485.68)	$ (134,987.82)	$ (50,048.18)	$ (95,037.05)	$ (129,012.56)	$ (33,493.74)
Month-End Balance	$ 6,690,360.87	$ 6,492,042.03	$ 6,179,061.74	$ 5,899,902.65	$ 5,769,793.32	$ 5,724,743.53	$ 5,635,217.06	$ 5,511,082.35	$ 5,483,216.15
Total Cash Invested in LGIP	**$ 11,093,055.46**	**$ 11,284,019.92**	**$ 10,291,406.19**	**$ 9,649,518.88**	**$ 16,707,307.48**	**$ 16,329,386.60**	**$ 15,755,152.09**	**$ 15,091,568.43**	**$ 14,570,324.67**
LGIP Interest Rate	**0.88%**	**0.92%**	**0.94%**	**1.03%**	**1.03%**	**1.03%**	**1.15%**	**1.15%**	**1.21%**
Prior Year Balance	$3,655,795.68	$4,470,458.70	$4,073,968.24	$3,198,897.17	$8,434,328.22	$9,537,745.16	$9,182,901.64	$8,759,054.54	$8,632,279.88

NOTES ON DEBT SERVICE — ***FY 2016-2017***

Debt Service GO Bonds - Debt Service Fund	*Final Payment Due June 2022*	
Principal Outstanding June 30, 2016		*$ 9,696,340*
Principal Due	16-Jun-17	$ 2,221,399
Interest Due	16-Jun-17	$ 24,301
Interest Due	15-Dec-16	$ 24,301
Current Yr Outstanding - Debt Service 301		**$ 2,270,000**
GO Bond Due June 2017		***$ 2,270,000***
Current DS Fund Balance		**$ 158,237**

Notes from the Business Office

At the end of the first quarter of 2017, we are projecting close to a $1.9 million ending fund balance in anticipation of the high cost disability grant being funded at close to $600k. Projections from ODE will be updated this month and a final May payment with a look back to 2015-2016 will be presented in the financial report next month.

Legislative session is still tied up over how much to allocate to K-12 education. We are currently moving forward and building our 2017-2018 budget with the last best information we have which is based on the $7.8 billion co-chairs budget.

The Budget Message for 2017-2018 will be presented on April 24 at 6:00 p.m. in the District Office Board Room.

ALL FUNDS

SUMMARY - ALL FUNDS	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	YTD Total		Budget	%
Total Revenue This Month	$3,605,577.60	$1,854,015.31	$1,865,897.08	$2,250,003.82	$9,939,530.23	$11,788,631.31	$2,429,776.68	$2,250,715.46	$2,206,868.45	$ 38,191,015.94	*Includes Student Body Funds not itemized*	$ 47,287,906	80.8%
Total Expense This Month	$ 1,243,668.17	$ 2,034,402.36	$ 3,008,166.06	$ 2,997,286.27	$ 2,906,683.80	$ 2,919,778.45	$ 2,658,048.67	$ 2,819,926.46	$ 3,113,554.55	$ 23,701,514.79		$ 47,287,906	50.1%
Excess / (Deficiency) Revenue over Expenditures	$ 2,361,909.43	$ (180,387.05)	$ (1,142,268.98)	$ (747,282.45)	$ 7,032,846.43	$ 8,868,852.86	$ (228,271.99)	$ (569,211.00)	$ (906,686.10)	$ 14,489,501.15		$ -	

FUND 102

FACILITIES, REPAIRS& MAINTENANCE	FY 2016-17												
Revenue & Resources	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Expected**		**Budget**	
Beginning Fund Balance						$ 619,336.34				$ 619,336.34	$ -		$ 715,000	
Revenue from Local Sources	$ 121.25	$ 126.51	$ 864.70	$ 110.82	$ 107.32	$ 110.98	$ 124.34	$ 170.89	$ 130.81	$ 1,867.62			$ 7,800	
Revenue from Federal Sources										$ -				
Transfers/Sale of Property										$ -			$ 110,000	
Total Revenue	$ 121.25	$ 126.51	$ 864.70	$ 110.82	$ 107.32	$ 619,447.32	$ 124.34	$ 170.89	$ 130.81	$ 621,203.96	$ -		$ 832,800	
Expenditures by Function:	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Encumbered**	**Total Expended & Encumbered**	**Budget**	**%**
Instruction - 1000		$ 2,450.00	$ 29,640.00	$ -	$ (32,090.00)					$ -	$ -	$ -	$ -	
Facilities - 2000	$ 20,836.74	$ 62,347.42	$ (45,478.31)	$ 35,891.82	$ 32,169.95	$ 579.62	$ 2,367.62	$ 9,412.80	$ 25,008.97	$ 143,136.63	$ 44,816	$ 187,953	$ 342,800	54.8%
Capital Projects - 4000										$ -		$ -	$ 155,000	
Fac, Rep and Maint - Unap End Fund Bal										$ -			$ 335,000	
Total Expenditures	$ 20,836.74	$ 64,797.42	$ (15,838.31)	$ 35,891.82	$ 79.95	$ 579.62	$ 2,367.62	$ 9,412.80	$ 25,008.97	$ 143,136.63	$ 44,816	$ 187,953	$ 832,800	
Ending Balance														

FUND 203

FOOD SERVICE	FY 2016-17												
Revenue & Resources	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Expected**	**Total Received & Expected**	**Budget**	**%**
Beginning Fund Balance						$ 12,688.67				$ 12,688.67		$ 12,689	$ 15,000	84.6%
Revenue from Local Sources		$ 7,008.10	$ 30,246.86	$ 22,226.23	$ 19,767.77	$ 10,445.68	$ 16,252.12	$ 22,710.32	$ 15,752.91	$ 144,409.99		$ 144,410	$ 200,200	72.1%
Revenue from State Sources		$ -	$ -	$ 3.30	$ 279.20	$ -	$ 10,892.62	$ 1,328.40	$ 10,496.99	$ 23,000.51		$ 23,001	$ 30,000	76.7%
Revenue from Federal Sources		$ 8,995.93	$ -	$ 76,739.59	$ 75,116.65	$ 60,767.13	$ 35,912.08	$ 55,344.25	$ 77,544.89	$ 390,420.52		$ 390,421	$ 735,000	53.1%
Transfers/Sale of Property										$ -			$ 10,000	0.0%
Total Revenue	$ -	$ 16,004.03	$ 30,246.86	$ 98,969.12	$ 95,163.62	$ 83,901.48	$ 63,056.82	$ 79,382.97	$ 103,794.79	$ 570,519.69	$ -	$ 570,520	$ 990,200	57.6%
Expenditures by Function:	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Encumbered**	**Total Expended & Encumbered**	**Budget**	**%**
Food Service - 3100	$ 8,904.97	$ 27,473.53	$ 91,830.76	$ 83,448.14	$ 90,365.17	$ 83,164.23	$ 53,336.60	$ 73,902.82	$ 98,791.58	$ 611,217.80	$ 291,562	$ 902,780	$ 980,200	92.1%
Food Service - Unap Ending Fund Bal										$ -		$ -	$ 10,000	
Total Expenditures	$ 8,904.97	$ 27,473.53	$ 91,830.76	$ 83,448.14	$ 90,365.17	$ 83,164.23	$ 53,336.60	$ 73,902.82	$ 98,791.58	$ 611,217.80	$ 291,562	$ 902,780	$ 990,200	
Ending Balance														

FUND 201-299

SPECIAL GRANTS & PROJECTS	FY 2016-17												
	Jul-16	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**			**Budget**	
Revenue from Local Sources		$ 5,914.74	$ 7,127.26	$ 21,403.97	$ 6,299.15	$ 5,623.39	$ 7,324.28	$ 9,020.64	$ 18,629.26	$ 81,342.69			$ 301,000	
Revenue from Intermediate Sources		$ -	$ -	$ -	$ -	$ 163,750.00		$ 163,750.00	$ -	$ 327,500.00			$ 371,800	
Revenue from State Sources		$ -	$ 17,772.76	$ 116,886.02	$ 63,566.57	$ 28,109.27	$ 107,338.50	$ 86,507.04	$ -	$ 420,180.16			$ 860,544	
Revenue from Federal Sources		$ 10,728.60	$ 1,392.31	$ 87,162.91	$ 153,296.25	$ 103,436.63	$ 86,411.20	$ 14,709.25	$ 46,122.88	$ 503,260.03			$ 1,450,223	
Transfers from General Fund						$ 6.00				$ 6.00			$ -	
Total Revenue	$ -	$ 16,643.34	$ 26,292.33	$ 225,452.90	$ 223,161.97	$ 300,925.29	$ 201,073.98	$ 273,986.93	$ 64,752.14	$ 1,332,288.88			$ 2,983,567	
Expenditures by Function:	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**		**Total Expended & Encumbered**	**Budget**	**%**
Special Grants & Projects - 1000	$ 22,984.73	$ 39,751.39	$ 127,916.27	$ 154,116.17	$ 164,649.81	$ 164,022.42	$ 131,620.40	$ 174,504.39	$ 154,974.07	$ 1,134,539.65		$ 1,134,540	$ 1,923,681	59.0%
Special Grants & Projects - 2000	$ 19,748.44	$ 39,707.12	$ 95,105.36	$ 69,391.73	$ 69,400.50	$ 74,226.20	$ 55,270.48	$ 64,427.40	$ 101,550.20	$ 588,827.43		$ 588,827	$ 936,886	62.8%
Special Grants & Projects - 3000				$ 2,733.19	$ 951.92	$ 722.07		$ 1,615.00	$ 244.54	$ 6,266.72		$ 6,267	$ 43,000	14.6%
Special Grants & Projects - 4000										$ -		$ -		
Transfers to Other Funds - 5000										$ -		$ -	$ 80,000	
Total Expenditures	$ 42,733.17	$ 79,458.51	$ 223,021.63	$ 226,241.09	$ 235,002.23	$ 238,970.69	$ 186,890.88	$ 240,546.79	$ 256,768.81	$ 1,729,633.80	$ -	$ 1,729,634	$ 2,983,567	

FUND 301

DEBT SERVICE	FY 2016-17												
Revenue & Resources	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**			**Budget**	
Beginning Fund Balance						$ 339,391.58				$ 339,391.58			$ 275,000	
Revenue from Property Tax Receipts				$ 6,543.93	$ 1,961,025.68	$ 13,969.64	$ 19,939.90	$ 13,849.10	$ 46,342.26	$ 2,061,670.51			$ 2,117,640	
Revenue from Interest Income	$ 246.69	$ 260.41	$ 271.93	$ 314.54	$ 885.22	$ 2,028.59	$ 2,286.06	$ 2,094.65	$ 2,480.14	$ 10,868.23			$ 7,500	
Transfers from Other Fund										$ -			$ -	
Total Revenue	$ 246.69	$ 260.41	$ 271.93	$ 6,858.47	$ 1,961,910.90	$ 355,389.81	$ 22,225.96	$ 15,943.75	$ 48,822.40	$ 2,411,930.32			$ 2,400,140	
Expenditures by Function:	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Encumbered**	**Total Expended & Encumbered**	**Budget**	**%**
Debt Service - 5110 610 Principal										$ -	$ 2,221,399	$ 2,221,399	$ 2,221,399	100.0%
Debt Service - 5110 621 Interest										$ -	$ 48,601	$ 48,601	$ 48,601	100.0%
Debt Service - 5110 640 Bank Fees	$ 10.05	$ 10.05	$ 10.10	$ 10.05	$ 10.20	$ 10.00	$ 10.10	$ 10.05	$ 10.05	$ 90.65	$ -	$ 91	$ 140	64.8%
Debt Service - Unap End Fund Bal										$ -		$ -	$ 130,000	
Total Expenditures	$ 10.05	$ 10.05	$ 10.10	$ 10.05	$ 10.20	$ 10.00	$ 10.10	$ 10.05	$ 10.05	$ 90.65	$ 2,270,000	$ 2,270,091	$ 2,400,140	
Ending Balance														

FUND 401

BOND PROJECTS FUND	FY 2016-17												
Revenue & Resources	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Expected**		**Budget**	
Beginning Fund Balance						$ 6,699,505.69				$ 6,699,505.69			$ 6,545,000	
Revenue from Local Sources	$ 5,032.09	$ 5,167.33	$ 4,796.72	$ 5,326.59	$ 4,878.49	$ 4,998.39	$ 5,510.58	$ 4,877.85	$ 5,627.54	$ 46,215.58			$ 50,000	
Revenue from State Sources (Seismic Grant)										$ -			$ 1,500,000	
Revenue from Bond Proceeds										$ -			$ -	
Total Revenue	$ 5,032.09	$ 5,167.33	$ 4,796.72	$ 5,326.59	$ 4,878.49	$ 6,704,504.08	$ 5,510.58	$ 4,877.85	$ 5,627.54	$ 6,745,721.27			$ 8,095,000	
Expenditures by Function:	**Jul-16**	**Aug-16**	**Sep-16**	**Oct-16**	**Nov-16**	**Dec-16**	**Jan-17**	**Feb-17**	**Mar-17**	**YTD Total**	**Encumbered**	**Total Expended & Encumbered**	**Budget**	**%**
Bond Expenses- 4000	$ 117,063.17	$ 317,777.01	$ 284,485.68	$ 134,987.82	$ 50,048.18	$ 95,037.05	$ 129,012.56	$ 33,493.74	$ 187,588.40	$ 1,349,493.61	$ 706,778	$ 2,056,271	$ 7,845,000	26.2%
Bond Projects - Unap End Fund Bal										$ -	$ -		$ 250,000	0.0%
Total Expenditures	$ 117,063.17	$ 317,777.01	$ 284,485.68	$ 134,987.82	$ 50,048.18	$ 95,037.05	$ 129,012.56	$ 33,493.74	$ 187,588.40	$ 1,349,493.61	$ 706,778	$ 2,056,271	$ 8,095,000	
Ending Balance														

Total Revenue all Special Funds	$ 5,400.03	$ 38,201.62	$ 62,472.54	$ 336,717.90	$ 2,285,222.30	$ 8,064,167.98	$ 291,991.68	$ 374,362.39	$ 223,127.68	$ 11,681,664.12			$ 16,501,707	
Total Expenditures all Special Funds	$ 189,548.10	$ 489,516.52	$ 583,509.86	$ 480,578.92	$ 375,505.73	$ 417,761.59	$ 371,617.76	$ 357,366.20	$ 568,167.81	$ 3,833,572.49			$ 16,501,707	

Bond Projects Financial Report	Apr 2014-Jun 2016	2016-17								2016-17	All Yrs Combined		
RESOURCES (Through Phase III Energy Projects)	Prior Yrs	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Total YR 3	Total Actual	Projected	Total Actual + Projected
Interest	$ 58,284	$ 5,032	$ 5,167	$ 4,797	$ 5,327	$ 4,878	$ 4,998	$ 5,511	$ 4,878	$ 40,588	$ 98,872	$ 42,000	$ 140,872
State Grants	$ -								$ 9,340	$ 9,340	$ 9,340		$ 9,340
Energy Incentives										$ -	$ -		$ -
Seismic Grant ($1,492,900)	$ -										$ -		$ -
Bond Proceeds	$ 9,696,340									$ -	$ 9,696,340		$ 9,696,340
TOTAL RESOURCES	$ 9,754,623	$ 5,032	$ 5,167	$ 4,797	$ 5,327	$ 4,878	$ 4,998	$ 5,511	$ 14,218	$ 49,928	$ 9,804,551	$ 42,000	$ 9,846,551
REQUIREMENTS											Total Expended	Encumbered/ Contracted	Total Enc + Exp
000 - General Bond Management	$ 241,492	$ 9,523	$ 30,938	$ 9,523	$ (7,574)	$ 9,524	$ 15,541	$ 14,881	$ 14,900	$ 97,256	$ 338,748	$ 84,965	$ 423,713
200 - Parking Lots & Grounds (SubCat = Landscape, Irrigation, Drainage, Concrete, Fencing)			$ 16,849	$ 21,532			$ 923	$ 3,408		$ 42,711	$ 42,711	$ 5,169	$ 47,881
300/400 - Energy Projects (SubCat = Windows, Electrical, HVAC/Boilers, Technology)	$ 277,665		$ 3,500	$ 7,066	$ 31,582		$ 834			$ 42,982	$ 320,647	$ 48,573	$ 369,220
500 - Roofing & Envelope, Ancillary Bldgs (SubCat = Windows, Athletic Complex, Siding, Gutters)	$ 2,166,135	$ 107,540	$ 237,830	$ 217,447	$ 30,983	$ (1,953)	$ 1,013			$ 592,860	$ 2,758,995	$ 201,704	$ 2,960,698
600 - Interior Repairs & Renovation (SubCat = Flooring, Paint, Interior Remodel)										$ -	$ -		$ -
700 - Health & Safety (SubCat = Seismic Grant, Survey, Access Controls, Cameras)					$ 19,659	$ 2,838		$ 24,000		$ 46,497	$ 46,497	$ 46,497	$ 92,995
800 - Plumbing (SubCat = Restroom Privacy, Re-piping)	$ 89,505		$ 2,461	$ 7,950	$ 12,765	$ 29,299	$ 6,345	$ 12,375	$ 18,360	$ 89,554	$ 179,059	$ 76,665	$ 255,725
900 - New Construction (SubCat = MPRs, CTE, Kitchen)	$ 280,320		$ 26,199	$ 20,968	$ 47,572	$ 10,340	$ 70,382	$ 74,349	$ 234	$ 250,044	$ 530,364	$ 231,905	$ 762,269
TOTAL REQUIREMENTS	$ 3,055,117	$ 117,063	$ 317,777	$ 284,485	$ 134,988	$ 50,048	$ 95,037	$ 129,013	$ 33,494	$ 1,161,905	$ 4,217,022	$ 695,479	$ 4,912,501
ENDING FUND BALANCE	$ 6,699,506									$ (1,111,977)	$ 5,587,529	$ (653,479)	$ 4,934,050

Bond Series 2015 (First Issuance)		Amount	% Spend Down
of 36 months		22	61.1%
Par Amount	$	9,696,340	
Actual Expenditures to Date	$	4,217,022	43.49%
Committed/Contracted/Encumbered	$	695,479	7.17%
TOTAL Spent/Committed	$	4,912,501	50.66%
	$	5,925,541	
* 85% of Issuance must be "substantially" Spent/Committed by April 2018	$	(1,013,040)	

Minutes
Joint Board/City Council Meeting
March 13, 2017
District Office Board Room
5:30 p.m.

Present: Michelle Johnstone, Jon Woods, Mike Bollman, Lu Ann Meyer, Tom Simpson, Ron Foggin, Matt Posey, Brian Dalton, Ken Woods, Jim Fairchild, Bill Hahn, Terry Crawford, Jennie Rummel, Micky Garus, Paul Trahan, Kelly Gabliks, Debbie Green, Lane Shetterly, Steve Martinelli, Mike Blanchard

Visitors: Tim Ray, Steve Spencer, Autymn Galbraith, Jamie Richardson, Kevin Montague, Brian Green, Jolene Guzman, JD Shinn, Stephen Travis, Steve Martinelli, Todd Brumfield

Joint Board/City Council Meeting

- **Bond Update**
  Kevin Montague, director of facilities, presented a bond update. After two months of non stop rain, we are leak free district wide. Three buildings will be closed in the summer due to construction; Whitworth, Lyle, and Oakdale. Working on solutions for privacy for all students. All schools have unisex restrooms. Currently in the process of doing Radon testing throughout the district and watching pending legislation on lead and Radon. We have spent about half of our first bond issuance and the seismic work is ongoing at Whitworth.

- **CTE Update**
  Steve Spencer introduced Tim Ray, who was hired to develop our CTE (Career and Technical Education) program. Tim shared a presentation with board and city council members. CTE programs can make a big difference in keeping students engaged and finding a career path. A survey done on students who have dropped out of high school say relevant, real-world learning opportunities would have kept them in high school. In Oregon, 91% of students with a concentrated CTE program of study graduated from high school versus a 75% graduation rate for those not involved. A large percentage of secondary CTE course participants pursued higher education (75%). CTE works for college students, adults, and the economy. We have many skilled trades jobs that need to be filled. CTE programs provide real world experiences and application. For DHS the rate of graduation is 94% for those involved in CTE.

  Dallas High School currently has two approved programs of study which include Agriculture Science and Tech and Engineering (robotics). Other possible programs to be developed are information and communications technology, education, health

science, culinary arts, business/accounting/marketing, and manuafacturing. As we increase opportunities for students, they are able to identify areas of interest as well as areas they might not want to pursue. This can save time and money in their post high school education.

Partnerships with post secondary institutions are very important. As we develop CTE programs, we will be able to utilize community internships, job shadows, mentorships, and work-based learning experiences for our students. We need to find and work with those businesses in the community who can provide time and expertise to our CTE programs. Part of this process will include developing a local CTE program advisory committee to enhance the quality of graduating students available to work in local businesses. This committee work will be important to access the needs of local industry and have them work with us on curriculum so we can teach the skills and information relevant for their particular industry.

- **Eclipse Update**
  Ron Foggin, city manager, shared they are actively working on preparations for the total eclipse on August 21 2017. We expect to have about $1M people in Oregon to view the eclipse. The city of Dallas, Dallas Chamber, Visitors Center, and Dallas School District, as well as a few other businesses will be hosting a three day event to celebrate this eclipse. Planning is taking place and there will be many events in our general area.

Regular Meeting of the Board, 6:45 p.m.

Present: Jon Woods, Michelle Johnstone, Mike Bollman, Mike Blanchard, Lu Ann Meyer, Matt Posey, Debbie Green, Brian Green, Dennis Engle, Todd Baughman, Tami Montague, Caleb Harris, Kevin Montague, Steve Martinelli, Jamie Richardson

Visitors: Charlotte Fisher, Stephen Travis, Jolene Guzman, Tim Ray, Terri Hethorn, Brad Dull, Dave Anderson,

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda
Mike Bollman moved to approve the agenda as presented, seconded by Matt Posey. The motion passed unanimously.

3.0 Good News

3.1 Buddy Benches – Dave Anderson & Brad Dull – Donating and creating four buddy benches for Lyle, Oakdale, and Whitworth using local donated materials. These benches are for students who are lonely or being bullied and need a safe place to go where they can talk with other students in the same situation.

3.2 Family Reading night at Oakdale had a great turnout and was fun for families and staff that attended.
3.3 Oakdale's Jog-A-Thon was a success. Students ran 12,919 laps in the gym and have raised $4,100 to date.
3.4 Whitworth received $1,000 donation from Rickreall Masonic Lodge to support Robotics.
3.5 Girls basketball team qualified for state
3.6 Congratulations to:

- Emily Roberts for placing 1st and Josie Bennett for placing 2nd in the FFA Job Interview contest at sectionals.
- FFA Business Management Team, 1st place Lower Willamette District Team – moving on to state competition.
- Alec Rhode (Fruit Production), Emily Roberts (Small Animal Production), and Josie Bennett (Dairy Production) all took 1st place in the SAE Proficiency contests – all move on to the state competition.

4.0 Announcements

4.1 March and April Calendars
4.2 Finance Committee Meeting March 16, 2017, 6:30 p.m.
4.3 Citizens Oversight Committee Meeting, March 20, 2017, 6 p.m.
4.4 No board meeting, March 27, 6:30 p.m. (Spring Break)
4.5 ESSA Committee Meeting, April 6, 2017, 6 p.m.
4.6 Budget Committee Meeting, April 24, 2017, 6 p.m.

5.0 Financial Report – Tami Montague

Tami Montague, director of fiscal services, shared the financial report ending February 2017. Our food service program is stabilizing now that we changed management and we are making up loses from the last couple of years. We received a new state school estimate for this current year which is incorporated into our financials moving forward. Currently we project $1.5M ending fund balance.

Tami handed out a history on high cost disability reimbursement. This is funding for our students with the most needs and is a carve out from the state budget. Any student which costs over $30,000 meets the requirement to request reimbursement from the state. The state has allocated $35M for these costs and a percentage is split among districts who apply. This is a volatile revenue source and is subject to change both on the state level and through our identified high cost students each year. Last year, we identified 56 students who fit this criteria. Autymn Galbraith, special education director, calculated costs for these high cost students and submitted for reimbursement from the state. If the state does fund this cost we could gain a significant amount of money into the budget – up to $400,000. We have had a significant number of students with high needs in our classrooms. We should have this information from the state by the end of May and will adjust the budget accordingly at that time.

6.0 Student Report

Molly Peffley, student representative to the board, shared the student report. Mr./Mrs. Dallas will have a family date night as a fundraiser. Freshman, sophomore, and juniors forecasted for classes for next year. Spring sports have started along with their fundraising efforts. April 6 blood drive is open to the public.

7.0 Consent Agenda

7.1 Approval of February 27, 2017, board minutes

Mike Blanchard moved to approve the consent agenda as presented, seconded by Lu Ann Meyer. The motion passed unanimously.

8.0 March Staffing Recommendation

Mike Blanchard moved to approve the staffing recommendation as presented, seconded by Mike Bollman. The motion passed unanimously.

9.0 2017-18 Proposed Calendar

There were a few changes to our district calendar this year including adding two makeup days into the schedule for possible inclement weather. Additionally, inservice and assessment days across the school year have been consolidated. Matt Posey moved to approve the district calendar as presented, seconded by Mike Blanchard. The motion passed unanimously.

10.0 Reports

10.1 Bond Update

10.2 Seismic Grant Update

Kevin Montague, director of facilities, provided a written report for the board. Record rain in October and February along with snow days caused no problem for our roofs throughout the district. Seismic work is progressing at Whitworth. MPRs/Kitchen bids are due by the end of this month and we are hoping for a good representation of bidders. Request for approval of these potential contracts will be brought to the board at the first board meeting in April. Still working on meeting ADA requirements for bathroom stalls.

We are actively testing for Radon throughout the district. This testing will be completed at the end of March. SB 886 was introduced to legislature recently which will add additional components to environmental assessment/test results.

10.3 Enrollment Report

10.4 LVCS Enrollment Report

10.5 LVCS Financial Reports

11.0 Public Comment

No public comment

12.0 Adjourn at 7:23 p.m.

_____ _____

Board Chair/Jon Woods **Date**

_____ _____

Board Secretary/Debbie Green **Date**

DRAFT

CTE
Learning that works for Oregon

Dallas School District Business and Industry Advisory Committee Guide

Dallas High School

1250 SE Holman

Dallas OR 97338

503-623-8336

DRAFT

Adapted from Department of Career and Technical Education- North Dakota

Purpose of Advisory Committee

The Advisory Committee's purpose is to strengthen the Career and Technical Education (CTE) programs at Dallas High School. The committee exists to advise, assist, support and advocate for Career and Technical Education. It has no legislative, administrative or programmatic authority and is **advisory only**. Advisory Committees work cooperatively with school officials in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The committee will serve all CTE programs in the district.

Advisory Committees:

- **Advise** – Advisory Committees assess specific areas of the CTE program. Suggestions are designed to improve specific content areas. Such suggestions could include industry standards, the updating of curriculum, purchase of new instructional materials or equipment to modernize the classroom and to adopt safety policies. Suggestions should be presented in writing to the Administration.
- **Assist** – Advisory Committees help the Instructor or Administrator carry out specific activities. These activities could include judging competitive skills events, setting up a scholarship program or obtaining media coverage for special events.
- **Support and Advocate** – Advisory Committees promote CTE programs throughout the community. Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for Career and Technical Education at board meetings, writing articles for local newspapers or arranging for publicity.

Effective Committees:

- Know the needs and develop a plan of action
- Set priorities for action, rather than trying to do everything
- Target specific activities that will have the greatest impact on the CTE program
- Make sure they have the right expertise on the committee to work on the issues that have been identified for the year

Committee Structure:

The committee will serve all Career and Technical Education programs at Dallas High School. The committee will consist of a representative for each of approved program of study and enough at large members to fill a 9-member committee. The committee should meet a minimum of four times each year.

It is recommended that the committee be gender balanced with representation from special populations.

Duties of Instructor and/or Administration

The program instructor and/or administration are keys to the effectiveness of the committee. To be an effective committee, the instructor and/or administration should believe in the philosophy of CTE and in the concept of advisory committees and consider their suggestions. The instructor and/or administration should:

- **Appoint Committee Members** – Select members from the community who can contribute technical assistance to the program.

- **Provide Information** – Provide accurate and concise information so members can make informed suggestions and decisions.

- **Provide Guidance and Support** – The committee's success depends on how well the members understand their role. New members should be informed of their responsibilities and tasks. The instructor and/or administration should also meet with the newly elected chairperson to review this guide, committee bylaws, past accomplishments, and to answer any questions the chairperson may have. If clerical or other services are available to the committee, members should be informed.

- **Expect Results** – Committee members should be informed that they are a valuable and integral part of the program. The committee meetings should be well organized and solicit the input of all members with the expectation of program improvement.

- **Recognize Outstanding Members** – Rewards should be based on actual contribution to the committee's activity. The best types of rewards or recognition are those that can stimulate productivity, improve committee interaction and increase member satisfaction. The following are some suggested ways to recognize your committee members:
  - News releases announcing member appointments
  - Invite members to visit programs
  - Invite and introduce members at CTE meetings or events
  - Send each member a letter of thanks and appreciation, signed by the appropriate school official, at the end of the year
  - Hold an activity in honor of the committee members and present a certificate of service to each member
  - Schedule a meeting that the school administrator can attend

Establishing Your Advisory Committee

Creating the Committee

Advisory committees are established by the instructor and/or administration with technical assistance provided by State CTE staff.

Each Advisory Committee is unique, so the organizational structure and operating procedures should be developed by the committee members. The structure and procedures are generally outlined in the committee's bylaws or operating procedures. The following areas should be considered as rules and procedures are developed:

Size of the Committee
Effective advisory committees are large enough to reflect the diversity of the community, yet small enough to manage effectively. A minimum of one representative from each CTE program. A minimum of nine members is suggested since the committee will serve all programs in the high school

Term of Service
A rotational, three-year term of service allows for both continuity and change. One-third of the total membership changes each year. To establish this rotation with a new committee, the members draw for one-year, two-year or three-year terms, with one-third of the committee in each category. New members are appointed as terms expire.

It is suggested that members not be appointed to successive terms and that at least a one-year absence be considered before reappointment.

Selection of Members
To provide effective communication between CTE programs and the community, Advisory Committee Membership should be representative of the total school service area. Members should include the following:

- Representatives of local business and industry, including both labor and management
- Citizens within the geographical area served by the school
- Parents of CTE students
- Current and former CTE students
- Gender balanced
- Representatives of special populations

Member representation will include the viewpoints of segments of the community being served by Career and Technical Education. A CTE instructor and a representative of the administration should serve as non-voting, consulting members. Although the administrative representative need not be present at all meetings, the CTE coordinator should attend all meetings to provide information and participate in discussion. If a program has multiple instructors, one or two representative instructors may participate.

Attributes that are desirable in members include:

- Interest – Appoint motivated persons who express sincere interest in the programs. Members must be willing to devote the energy and attention required to do a good job. This means being dedicated both to their occupation and to the training process.
- Availability – Members are expected to attend meetings, work on projects and work in the community on behalf of the educational programs.
- Character – Appoint members who have earned the confidence of others in the community. Their good reputation will enhance the program's standing within the community.

- Skill/Experience – Appoint members who are knowledgeable about the target occupations of the career and technical education program. Usually this means selecting members who have work experience in the occupation.

Process

Members are appointed. Members may be selected using either procedure. One procedure for selecting members is for the CTE instructor and the appropriate administrator to recommend a list of possible members to the Advisory Committee Chairperson. Another procedure is for the school/institution to contact specific businesses or organizations and have them select someone from their business or organization to serve on the committee.

A ***confirmation letter*** should be sent to committee members from the Advisory Committee Chairperson or school administrator following the acceptance to serve on the committee. A news release listing committee members should be provided to local media.

The Advisory Committee Chairperson should contact the new members to welcome them to the committee and to provide them with appropriate material.

Duties of Officers

The success of the committee depends in part on the leadership ability of the officers. Election of officers needs to take place each year. Elections held during the last meeting of the previous school year are preferred. In this way, officers are experienced members and they can use the summer to plan for the next year. The first meeting of the year can be reserved for orienting new members and for establishing the ***Program of Work***. Officers include the Chairperson, Vice Chairperson and Secretary.

Chairperson – The Chairperson's leadership is the key to the committee's success. Committees should be chaired by a member other than a school representative. The Chairperson should possess the following skills and characteristics:

- Experience in business/industry in the community served by the CTE programs
- Ability to manage meetings, plan and adhere to schedules, involve members in ongoing activities and reach closure and consensus on issues
- Skill in oral and written communications as well as willingness to make appearances before school and community representatives to present, explain and justify recommendations
- Ability to delegate responsibility as well as willingness to accept responsibility for the committee's actions
- Personal characteristics such as empathy, fairness, tolerance, sound judgment, and attentiveness

Responsibilities of the Chairperson:

- Work with committee members to plan and carry out the committee's ***Program of Work***
- Prepare ***meeting agendas*** and assist instructor in handling details regarding meetings
- Preside at meetings
- Provide accurate information to all committee members

- Keep committee focused and involve all members in tasks
- Delegate tasks and follow-up work
- Arrange for presenting of background information and reports to the committee
- Appoint standing committees and subcommittees
- Represent the committee at official meetings and functions
- Submit recommendations of the committee to appropriate administrators and groups
- Follow-up on committee recommendations or actions

Vice Chairperson – The skills and responsibilities of the Vice Chairperson are identical to those of the Chairperson, since the Vice Chairperson takes charge when the Chairperson is absent or cannot serve.

Secretary – The secretary records ***meeting minutes*** and performs clerical duties. Responsibilities include:

- Take minutes at meetings, prepare and distribute minutes
- Mail agenda, announcements, minutes and other information to members
- Help assemble and distribute necessary background information to members
- Correspond with representatives of school and community as needed

Orientation of Members

Orientation for all members should include:

- Review of the Program Advisory Committee Guide
- ***Committee's Bylaws***
- Summary of past accomplishments
- Tour of facilities
- Program presentations by the instructor(s), current students and graduates
- Program Standards

Bylaws

Effective Advisory Committees are guided by policies and rules that describe the purposes of the committee, its scope of responsibility and limitations and what is expected of committee members. These policies are written documents and are generally organized as Bylaws. Bylaws should be tailored to the needs and requirements of the program and the school or institution in which the program operates. Bylaws should be reviewed and discussed as part of the committee operation process at the beginning of each school year.

Bylaws are formal, written descriptions of how the committee operates. At a minimum, they include:

- Committee Name
- Purpose
- Members
- Officers
- Meetings

- Subcommittees
- Parliamentary Authority
- Amendment of Bylaws

Advisory Committee Members

Committee Members have the responsibility to advise, assist, support and advocate for activities designed to strengthen and modernize Career and Technical Education. It is important that members:

- Plan and carry out a ***Program of Work***
- Attend and participate in all meetings
- Suggest and develop agenda items prior to meetings
- Help to determine committee priorities and ways to achieve them
- Become familiar with the career and technical education programs and how they fit into the overall educational structure
- Respect the rights and opinions of other committee members
- Accept and carry out assignments
- Promote career and technical education programs

Planning and Conducting Advisory Committee Meetings

Planning Meetings

Committees must meet at least two times per year. Tentative meeting dates for the year may be set by the group during development of the Program of Work. It is recommended that the dates and times of Advisory Committee meetings be publicized. The meetings are open to the public. The Committee should consult with the administrator regarding procedures that are followed in the school system.

Each meeting should focus on specific content or issues. The general planning process involves reviewing minutes of the last several meetings and the Program of Work in order to create the ***meeting agenda.***

Meetings could be held at various locations. Holding meetings at the school enables committee members to gain a better picture of how the programs operate. Meeting at business or industry sites gives recognition to committee members and their organizations and brings the instructor to the sites where students may be placed.

To prepare for the meeting, the Chairperson:

- Schedules meetings well in advance
- Establishes and publicizes time, date and location of each meeting
- Arranges for comfortable meeting room and any equipment

- Notifies committee members and appropriate school officials in writing of meeting date and agenda. Unless sent previously, include minutes of the last meeting with the agenda. ***Sample***
- Arranges for refreshments, meals, special presentations, etc. if appropriate
- Confirms all arrangements several days before the meeting
- Calls committee members and staff to remind them of the meeting
- Prepares materials on the issues that are on the agenda

Conducting Meetings

- State the purpose of the meeting and review the ***agenda***
- Follow parliamentary procedures–Roberts Rules Website: www.robertsrules.com
- Encourage open and informal discussion
- Distribute and explain work assignments throughout the committee
- Set a tentative date for the next meeting prior to adjourning
- Keep members informed of activities and progress

Minutes of Meetings

Meeting minutes include:

- Decisions, recommendations or motions made by the advisory committee
- Responses to questions or recommendations made at previous meetings
- Assignments to be carried out following the meeting (include what is to be done, who is in charge and the completion or reporting date)
- Items to be addressed at the next meeting (both new items and tabled items from the current meeting)

It is the duty of the Secretary to distribute meeting minutes as soon as possible following the meeting.

Program of Work

Committee members should keep two things in mind as they develop a ***Program of Work***, the needs of the program and the requirements of the business community. To help Advisory Committees plan an effective Program of Work the following sequence of planning can be used:

Establish Priorities

Advisory Committees are usually involved in some or all of the following areas:

- Community Relations
- Community Resources
- Curriculum Review and Updating

- Career and Technical Student Organizations
- Job Placement
- Staff Development
- Legislative Process
- Program Standards
- Program Review
- Recruitment

These areas of Advisory Committee involvement are not meant to be all-inclusive, but are a starting point for discussion to determine the overall needs of the program. Four items should be considered as the committee discusses the priorities:

- Past accomplishments
- Current and future needs of the program
- Current and future needs of the community
- Student outcomes

Specify Committee Activities

Consider the following activities for each priority:

Community Relations

- Increase coverage of CTE programs in newspaper, radio, TV and other media
- Present programs to civic and service groups
- Establish events to recognize outstanding students, teachers and community leaders
- Obtain contributions to promote programs
- Participate in and promote school events
- Provide information at school board meetings
- Help develop and carry out a local marketing plan for career and technical education
- Set up and support a scholarship program

Curriculum Reviews and Updating

- Identify and verify job tasks
- Compare content of program with job tasks
- Review instructional materials for technical accuracy
- Assist in obtaining instructional materials
- Suggest equipment and supplies
- Suggest core curriculum content
- Suggest safety policies
- Provide equipment and facilities for specialized training needs
- Encourage curriculum mapping
- Integrate the use of applied academics

Community Resources

- Identify community resource people

- Provide tours, field trip experiences and student job shadowing opportunities ③ Provide speakers
- Provide teacher externship worksites

Recruitment

- Assist in recruiting potential instructors
- Assist in recruiting potential students

Career and Technical Student Organizations

- Assist in developing competitive skill events
- Judge competitive skill events
- Sponsor student organization activities
- Sponsor or collect contributions of equipment and supplies for skill events
- Arrange for display space to promote student organizations and special events

Job Placement

- Organize employer/student conferences
- Notify instructors of job openings for students
- Provide cooperative training sites for students
- Encourage employers to provide cooperative training sites
- Assist students in developing interview skills
- Recommend the employability skills to be included in curriculum content
- Conduct occupational surveys
- Hire Career and Technical Education graduates

Staff Development

- Provide in-service activities on current business/industry methods and processes for instructors
- Provide skilled technicians to supplement instructor's experience
- Provide summer or part-time employment experience to instructors for technical upgrading
- Support instructor participation in career workshops or factory schools

Legislative Process

- Communicate with legislators regarding Career and Technical Education needs
- Promote tours for legislators
- Promote and support legislation for Career and Technical Education

Program Review

- Review program goals and objectives
- Participate on program evaluation teams
- Review the Local Consolidated Annual Performance (LCAP) data for program improvement
- Compare program accomplishments with program objectives
- Compare student performance standards to business/industry standards
- Review adequacy of facility as a training site
- Evaluate quality and quantity of graduates and job placements
- Make suggestions for program improvement
- Give periodic reports to administration or school board

This list of activities is not all-inclusive, but should give the advisory committee some ideas to consider. The functions and activities chosen for the Program of Work should match the needs of the program and community.

Develop Planning Tasks
Once committee activities have been selected, identify steps to carry out the activities. Several factors need to be considered, including time, cost, people power, and community/school support. Some of these factors may influence how the committee carries out a given activity. It may be necessary to develop alternative planning tasks to accomplish the same end. List these planning tasks in the order in which they are to be carried out. Depending on the complexity of the task, there may be several steps under each task.

Assign Responsibilities
The committee chairperson should review and discuss each planning task with the entire committee so that there is a clear understanding of each task. Individuals assigned should have a clear understanding of what is expected.

Establish Timelines
Timelines allow the person(s) assigned to a given task to plan for its completion. Each person assigned to a specific planning task should know when the task is to be completed. Status reports should be presented at advisory committee meetings.

Formulate Advisory Committee's Recommendations
A committee recommendation or a specific committee action is the desired outcome of any Program of Work. Committee recommendations should be formulated after members have had sufficient time to study and discuss a specific issue. It should be recorded in the minutes that the committee discussed the recommendations and that it approved them either by consensus or majority vote. Recommendations should be brief, clear and concise. Some recommendations may need to be preceded by a rationale which includes why such recommended changes are needed and how they would be beneficial to the program, school and/or community. The number of recommendations should be kept to a minimum. Recommendations should be submitted in writing to the school administrator for his/her review and consideration.

The committee members must remember that they have no programmatic, administrative or legislative authority. Their recommendations are advisory in nature.

Progress Review
A Program of Work evaluation should be completed periodically to determine:

- The extent to which the committee is accomplishing the Program of Work.
- The extent to which the recommendations and actions have strengthened and improved the career and technical education program.
- Future direction, functions and activities for the committee.

The evaluation and tentative direction for next year should be part of the agenda for the Advisory Committee's final meeting of the school year.

Confirmation Letter Sample

Date

Ms. Julie Smith
4930 East Avenue G
Bismarck ND 58315

Dear Ms. Smith:

Thank you for your willingness to serve on the Advisory Committee for the _(program area)__ program. Your knowledge and contribution will be valuable as we work to enhance the program.

Your three-year term will begin on July 1, 2005. We will hold _____ meetings a year with the first meeting scheduled for August 1 at 7 p.m. at the school gym. I would like to meet with you prior to our first meeting to review the agenda and other materials. Please call me at your earliest convenience at 320-3904 so we can set up a time.

We look forward to working with you.

Sincerely,

Advisory Committee Chairperson

Meeting Notice Sample

Date

Ms. Julie Smith
4930 East Avenue G
Bismarck ND 58315

Dear Ms. Smith:

The next meeting of the _(program)__ Advisory Committee will be __(date)__ at ___(location and time)____. Enclosed is a copy of the minutes from the last meeting and an agenda for the upcoming meeting. If you have any questions, please give me a call.

Please notify me by __(date)__ if you are unable to attend the meeting.

We look forward to seeing you at the meeting.

Sincerely,

Chairperson

Bylaws Sample

__(Name of Program)__ Advisory Committee Bylaws

Article I: Name

The name of this Advisory Committee shall be _____.

Article II: Purpose

The purpose of this Advisory Committee shall be to advise, assist, support and advocate for the _____ program on matters that will strengthen instruction and expand learning opportunities for students.

Article III: Members

Section 1. Members shall be selected and appointed by the Board and/or Administration. The current Advisory Committee may suggest potential members.

Section 2. Members shall represent a cross-section of the industry or occupation for which training is provided and the community served by the program. (Instructor(s) and/or administrator(s) may serve as ex officio members of the committee.)

Section 3. Member terms will be three years with one-third of the membership appointed each year. No member will serve consecutive terms. A former member may be reappointed after a one-year absence from the committee.

Section 4. Membership terms will begin immediately following the final meeting of the school year.

Article IV: Officers

Section 1. Officers shall be a Chairperson, Vice Chairperson and Secretary. These officers shall be the Executive Council for the Advisory Committee.

Section 2. The duties of Officers shall be those commonly ascribed to these offices.

Section 3. Officers shall be elected by simple majority at the final meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected.

Article V: Meetings

Section 1. The Advisory Committee shall comply with the Department of Career and Technical Education program requirements for minimum number of meetings. Additional meetings shall be scheduled as necessary to accomplish the Program of Work.

Section 2. A quorum shall consist of a simple majority of appointed members.

Section 3. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is to be forwarded to the instructor or administration as a recommendation.

Article VI: Subcommittees

Section 1. Subcommittees shall be appointed by the Chairperson as needed to accomplish the Program of Work.

Section 2. Subcommittees shall be of the size necessary to carry out their assigned tasks.

Section 3. Subcommittees shall elect their own chairpersons.

Article VII: Parliamentary Authority

Except as otherwise provided in its Bylaws and standing rules, the Advisory Committee shall be governed in its proceedings by the current edition of Robert's Rules of order, Newly Revised.

Article VIII: Amendment of Bylaws

These Bylaws may be amended at any meeting of the Advisory Committee by a two-thirds (2/3) vote, provided that the amendment has been submitted to Advisory Committee members in writing at least thirty (30) days in advance of the meeting.

Bylaws adopted __(date)__
Bylaws amended __(most recent amendment date)__

Initial Meeting Agenda Sample

Family & Consumer Sciences Advisory Committee
Central Public School, Room 7
September 19, 2005
7:00 pm

Call to Order	School Representative
Welcome/Introduction of Members	Administrator
Role of the Advisory Committee	School Representative
Overview of FACS Program	FACS Instructor
Description of Total Education Program	Administrator
New Business	School Representative

- Appoint Bylaws Subcommittee
- Discussion of a Program of Work

Next Meeting Date, Time and Location

Adjournment

Regular Meeting Agenda Sample

Marketing Advisory Committee
Central Public School, Room 7
October 19, 2005
7:00 pm

Call to Order

Approval of Minutes

Old Business

- Report of Recommendations Committee

- Program of Work Update
- Other

New Business

- Establish Subcommittee on new technology
- Assess equipment and facilities
- Other

Next meeting date, time and location

Adjourn

Meeting Minutes Sample

Health Occupations Advisory Committee Meeting Minutes
South High School, Room B
October 7, 2006

Members Present: Helen Chen, Charles Dunn, Mattie Welk, Karen Smith and William Johnson

Members Absent: Elizabeth Alexander, Brad Luftus

Others Present: Rodney Beckman, True Value Manager

Call to Order: Chairperson William Johnson called the meeting to order and expressed appreciation for attendance and participation. He stressed the importance of the committee's continuing support and assistance. Introductions were made.

Minutes: Minutes of the last meeting were approved as submitted.

Old Business: The committee discussed the need for more up-to-date computers in the health labs. The committee feels that students should be taught on the kind of equipment they will be using in the work place. Helen Chen volunteered to do some research and perhaps have Dr. Smith, Director of Nursing at the South Medical Center, present at the next meeting.

New Business: Chairperson Johnson asked that the committee look at and make a suggestion regarding adding more rooms for the lab. After a lengthy discussion, it was chaired for the next meeting.

The next meeting will be November 10, 2006 at the South High School, Room B at 7 pm.

Adjournment: The meeting was adjourned at 9 pm.

Karen Smith, Secretary

DRAFT

DALLAS HIGH SCHOOL
1250 SE Holman Ave
Dallas OR 97338
www.dallas.k12.or.us

Suggested Bylaws

Business and Industry Advisory Committee Bylaws

Article I: Name

The name of this Advisory Committee shall be Dallas School District Business and Industry Advisory Committee.

Article II: Purpose:

The purpose of this Advisory Committee shall be to advise, assist, support and advocate for all Career and Technical Education programs in the Dallas School District on matters that will strengthen instruction and expand learning opportunities for students.

Article III: Members

Section 1. The committee shall be comprised of 9 members.
Section 2. Members shall be selected and appointed by the Board and/or Administration. The current Advisory Committee may suggest potential members.
Section 3. Members shall represent a cross-section of the industries or occupations for which training is provided and the community served by the program. (Instructor(s) and/or administrator(s) may serve as ex officio members of the committee.)
Section 4. Member terms will be three years with one-third of the membership appointed each year. No member will serve consecutive terms. A former member may be reappointed after a one-year absence from the committee.
Section 5. Membership terms will begin immediately following the final meeting of the school year.

Article IV: Officers

Section 1. Officers shall be a Chairperson, Vice Chairperson and Secretary. These officers shall be the Executive Council for the Advisory Committee.
Section 2. The duties of Officers shall be those commonly ascribed to these offices.
Section 3. Officers shall be elected by simple majority at the final meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected.

Article V: Meetings

DALLAS HIGH SCHOOL
1250 SE Holman Ave
Dallas OR 97338
www.dallas.k12.or.us

Section 1. The Advisory Committee shall meet quarterly. Additional meetings shall be scheduled as necessary to accomplish the Program of Work.
Section 2. A quorum shall consist of a simple majority of appointed members.
Section 3. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is to be forwarded to an instructor or administration as a recommendation.

Article VI: Subcommittees

Section 1. Subcommittees shall be appointed by the Chairperson as needed to accomplish the Program of Work.
Section 2. Subcommittees shall be of the size necessary to carry out their assigned tasks.
Section 3. Subcommittees shall elect their own chairpersons.

Article VII: Parliamentary Authority

Except as otherwise provided in its Bylaws and standing rules, the Advisory Committee shall be governed in its proceedings by the current edition of Robert's Rules of order, Newly Revised.

Article VIII: Amendment of Bylaws

These Bylaws may be amended at any meeting of the Advisory Committee by a two-thirds (2/3) vote, provided that the amendment has been submitted to Advisory Committee members in writing at least thirty (30) days in advance of the meeting.

Bylaws adopted __(date)__
Bylaws amended __(most recent amendment date)__

DALLAS HIGH SCHOOL
1250 SE Holman Ave
Dallas OR 97338
www.dallas.k12.or.us

April 3, 2017

Ms. Jane Smith
123 N South St
Dallas, OR 97338

Dear Ms. Smith:

You have been identified as a key community member interested in enhancing and expanding Career and Technical Education programs in the Dallas School District. The Dallas School District Business and Industry Advisory Committee would like to invite you join this important district committee.

The committee is focused on advising the Career and Technical Education Programs in the district. Some of the major activities of the committee may include:

- **Advise** – Advisory Committees assess specific areas of the CTE program.
- **Assist** – Advisory Committees help the Instructor or Administrator carry out specific activities.
- **Support and Advocate** – Advisory Committees promote CTE programs throughout the community.

Please consider this opportunity to help shape education in your community. The committee and our CTE programs are eager to have your input and guidance.

I encourage to contact me to discuss the opportunity further.

Sincerely,

Tim Ray
District Career and Technical Education Coordinator
Dallas High School
541-840-7598 Cell

DALLAS HIGH SCHOOL
1250 SE Holman Ave
Dallas OR 97338
www.dallas.k12.or.us

Confirmation Letter Sample

Date

Ms. Julie Smith
4930 East Avenue G
Dallas OR 97338

Dear Ms. Smith:

Thank you for your willingness to serve on the Dallas School District Business and Industry Advisory Committee. Your knowledge and contribution will be valuable as we work to enhance all Career and Technical Education programs.

Your three-year term will begin on July 1, 2017. We will hold four meetings a year with the first meeting scheduled for August. I would like to meet with you prior to our first meeting to review the agenda and other materials. Please call me at your earliest convenience at (541) 840-7598 so we can set up a time.

We look forward to working with you.

Sincerely,

Tim Ray
District Career and Technical Education Coordinator
Dallas High School

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338

DALLAS SCHOOL DISTRICT

TO: Dallas School Board of Directors

FROM: Kevin Montague, Facilities Director

DATE: April 6, 2017

SUBJECT: Seismic upgrades and additional associated structural work and renovations at Whitworth Elementary School

Dallas School District advertised a Request for Proposal (RFP) for seismic upgrades and additional associated structural and architectural work to be performed at Whitworth Elementary. The RFP advertisement ran in the Daily Journal of Commerce on February 21st and March 7th, in the Itemizer Observer on February 22nd and March 8th, in the Statesman Journal on February 22nd and was also listed on the Oregon Procurement Information Network (ORPIN). This project is the construction phase of the seismic grant awarded to the District by the State and also includes additional bond related items which are in the same area as the seismic work, including a renovation of the kitchen, multi-purpose room and stage area which all have seismic components being added and/or upgraded.

The RFP contained two alternate bid items, alternate #1 for restroom renovations and alternate #2 for door hardware replacements. Additionally, in order to maximize potential savings for the district and based on feedback from construction representatives who attended the site visits, the bid form also contained an option to perform the work over one summer construction season or phased over two summers.

Given the time sensitive nature of this particular project, after consultation with our architect, legal counsel and the Citizens Oversight Committee, a liquidated damages clause was incorporated into the project documents which essentially incentivizes the contractor in two different ways. If they are substantially complete with the project prior to the established deadline they will receive a credit for each day early they are completed. This amount is the equivalent amount to what the charge will be for each day over they are complete. This was agreed to be a fair and equitable method for all parties with given the timely nature of this project. The amount of the liquidated damages clause is 1/10th of 1% of the contract price if the project is done over two summers and 3/10th of 1% if done over one summer.

The first pre-bid site visit was held on March 3rd and was attended by fourteen different General and Subcontractor representatives. A second site visit was held on March 15th and was attended by two representatives. On March 28th one contractor submitted a bid for the work. After evaluation of the bid proposal, it was determined that 2KG Contractors, Inc. was both responsive and responsible in their proposal. Their bid for performing the work in one summer was $400K lower than performing the work in two phases over two summers.

Dr. Michelle L. Johnstone, Superintendent • **Dennis J. Engle**, Assistant Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Lu Ann Meyer • Matt Posey • Jonathan Woods

A Notice of Intent to Award, pending final Board approval and completion of protest period was sent to all interested parties on March 29th, 2017. The bid amounts are presented below:

Base bid Phase 1:	$1,672,000.00
Additive alternate #1, phase 1 (restroom renovations):	$ 55,000.00
Additive alternate #2, phase 1 (door hardware):	$ 38,000.00
Base bid Phase 2:	$ 236,000.00
Additive alternate #1, phase 2 (restroom renovations):	$ 50,000.00
Additive alternate #2, phase 2 (door hardware):	$ 22,000.00
Base bid, both phases combined:	$1,508,000.00
Additive alternate #1, phase 1 & 2 (restroom renovations):	$ 105,000.00
Additive alternate #2, phase 1 &2 (door hardware):	$ 60,000.00

Upon initial review and reconciliation with available funds, both alternates #1 and #2 appeared to be satisfactory. However, upon further detailed review it was determined that it was in the best interest of the district to not award alternate #2 under this proposal.

Recommended Action: Take action to approve the proposal received from 2KG Contractors, Inc. in the amount of $1,613,000.00 for the seismic upgrades and additional structural work and renovations at Whitworth Elementary per the plans and specifications included in the architects project number 2016.0040.000, including alternate #1, but not alternate #2 with the specified work to be completed in its' entirety during the summer of 2017. No protests were received during the protest period.

Kevin Montague
Facilities Director

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

A. Dallas School District (Owner)
   1. 111 Ash Street
   2. Dallas, Oregon 97338

1.02 FOR:

A. Project: Whitworth Elementary School

B. Architect's Project Number: 2016.0040.000
   111 Ash Street
   Dallas, Oregon 97338

1.03 DATE: March 28, 2017 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name 2KG Contractors, Inc
   1. Address 4917 N.E. 185th Drive
   2. City, State, Zip Portland, Or 97230

1.05 STATEMENTS REQUIRED AS PER ORS 279C.365

A. In accordance with ORS 279A.120, indicate Contractor as a Resident Bidder: yes

B. In accordance with ORS 279C.838, indicate Agreement of Prevailing Wage Requirements: yes

C. In accordance with ORS 279C.365 Contractor is Licensed under State of Oregon, CCB Number: 80251 and needing licensed under ORS 468A.720 _____

1.06 OFFER

A. The Substantial Completion Date and Liquidated Damages are based on the successful Bidder receiving Notice of Award on April 11, 2017 and a Project Start Date of June 2017.

B. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

C. PHASE 1 Architectural, Mechanical, Plumbing, Electrical and Seismic Upgrade:
   1. One million six hundred seventy two thousand
   dollars ($ 1,672,000), in lawful money of the United States of America.
   2. Additive Alternate No. 1: Restroom Renovations. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
   3. fifty five thousand
   dollars ($ 55,000), in lawful money of the United States of America.

4. Additive Alternate No. 2: Door Hardware. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
5. Thirty eight thousand dollars
dollars ($ 38,000), in lawful money of the United States of America.

D. PHASE 2 Architectural, Mechanical, Plumbing, Electrical and Seismic Upgrade:
1. Two hundred Thirty Six Thousand
dollars ($ 236,000), in lawful money of the United States of America.
2. Additive Alternate No. 1: Restroom Renovations. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
3. Fifty Thousand
dollars ($ 50,000), in lawful money of the United States of America.
4. Additive Alternate No. 2: Door Hardware. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
5. Twenty two thousand Dollars
dollars ($ 22,000), in lawful money of the United States of America.

E. COMBINED PROJECT - BOTH PHASE 1 and 2: Provide all work for both Phase 1 and Phase 2 in the Summer of 2017, Substantial Completion and Final Completion dates will be as for the Phase 1 Project.
1. One Million five hundred eight
dollars ($ 1,508,000), in lawful money of the United States of America.
2. Additive Alternate No. 1: Phase 1 and Phase 2 Restroom Renovations. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
3. one hundred five Thousand
dollars ($ 105,000), in lawful money of the United States of America.
4. Additive Alternate No. 2: Phase 1 and Phase 2 Door Hardware. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by AC + Co Architecture I Community for the above mentioned project, we, the undersigned, hereby offer to perform the Work for the Sum of:
5. Sixty thousand dollars
dollars ($ 60,000), in lawful money of the United States of America.

F. We have included the required security deposit as required by the Instruction to Bidders.

G. We have included the required Public Works Bond as reguired by the Instruction to Bidders.

H. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
   1. The cost of the required performance assurance bonds is 1.2% of Bid Amt dollars ($ +), in lawful money of the United States of America.

I. All applicable federal taxes are included and State of Oregon taxes are included in the Bid Sum.

1.07 ACCEPTANCE

A. In accordance with ORS 279C.840, Agency may reject any and all bids not complying with Public Purchasing Laws, and may reject all bids if in the Public Interest to do so.

B. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.

C. If this bid is accepted by Owner within the time period stated above, we will:
   1. Execute the Agreement within seven days of receipt of Notice of Award.
   2. Furnish the required bonds within seven days of receipt of Notice of Award.
   3. Commence work within seven days after written Notice to Proceed of this bid.

D. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

E. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.08 CONTRACT TIME

A. Due to the nature of this project - a Summer Public School Project - time is of the essence. Owner will be considering a General Contractor with sufficient forces and desire to complete the project in the least amount of time possible.

B. In addition to the Contract Dates stated above, if awarded the Contract for the Project, the undersigned agrees to complete Phase 1 of the Project on August 31, 2017; and Phase 2 of the Project on August 31, 2018.

1.09 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
   1. Addendum # 1 Dated 3-3-17.
   2. Addendum # 2 Dated 3-14-17.
   3. Addendum # 3 Dated 3-20-17.
   4. Addendum #4 3-21-17

1.10 BID FORM SIGNATURE(S)

A. The Corporate Seal of

B. ZKG Contractors, Inc

C. (Bidder - print the full name of your firm)

D. was hereunto affixed in the presence of:

E. Kevin Fahn president

F. (Authorized signing officer, Title)

G. (Seal)

H. _____

I. (Authorized signing officer, Title)

1.11 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF BID FORM

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338

DALLAS SCHOOL DISTRICT

Date: March 29, 2017

To: All Proposers for Dallas School District Renovation Project to Whitworth Elementary School

From: Kevin Montague, Facilities Director / Dallas School District #2

Subject: Renovation Project to Whitworth Elementary School

~~ Notice of Intent to Award ~~

Message: Proposals for the above referenced project were received and reviewed on Tuesday, March 28, 2017.

The Dallas School District hereby announces intent to award the above referenced project in its' entirety to 2KG Contractors, Inc., as their proposal was found to be responsive to the requirements of the RFP and was the lowest total bid submitted respective to the scope of work listed in the bid packet for the Renovation Project to Whitworth Elementary School.

There is a seven (7) day protest period from the date of this notice.

The Dallas School District Board of Directors will review this proposal and any protests received on April 10, 2017. If the Board approves an award of contract and no protests were received, the notice of intent will be followed by an official Notice of Award on the morning of Tuesday, April 11, 2017.

For questions or concerns regarding this process, individual parties may contact Kevin Montague at (503) 623-5594 between the hours of 8:00 a.m. and 2:00 p.m. Dallas School District #2, 111 SW Ash St., Dallas, Oregon 97338

End of Notice

Dr. Michelle L. Johnstone, Superintendent • **Dennis J. Engle**, Assistant Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Lu Ann Meyer • Matt Posey • Jonathan Woods

Dallas School District 2

Code: **IKI**
Adopted: NEW

Academic Integrity

The board desires to encourage the development of critical thinking skills in students, to show them the benefits of setting and accomplishing goals and to help the student realize the satisfaction and reward of learning.

Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential.

Students are encouraged to converse with others and assist other students except when it is inconsistent with testing or assignment instructions. This dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

Violation of this policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense. Discipline may involve the district prohibiting the student from participating in school-sponsored activities or events; denial or revocation of school-conferred titles, distinctions, honors or privileges; or suspension or expulsion[1].

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.240
ORS 339.250
OAR 581-021-0050 to -0075

[1]Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute (ORS) 339.250.

Dallas School District 2

Code: **JECBD**
Adopted: 11/10/03

Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, **in accordance with the student's best interest,** to the ~~district school in the attendance area in which the student is actually living or to the~~ student's school of origin ~~as requested by the parent and in accordance with the student's best interest~~ **or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.** Transportation will[1] be. ~~provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students~~ **in accordance with law.**

The superintendent will develop administrative regulations ~~to implement this policy~~ **to remove barriers to access and participation by homeless students.**

END OF POLICY

Legal Reference(s):

ORS 109.056
~~ORS 294.100~~
ORS 327.006
ORS 339.115**(7)**
ORS 339.133
ORS 433.267
~~OAR 581-021-0045~~
~~OAR 581-021-0046~~

McKinney-Vento Homeless Assistance Improvements Act, Subtitle VII-B, reauthorized by Title IX-A of Every Student Succeeds Act, 42 U.S.C. 11431-11435 (2015).
~~No Child Left Behind Act of 2001, P.L. 107-110, Title I, Section 1115.~~
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g (2011); Family Educational Rights and Privacy, 34 CFR Part 99 (2011).
~~Letter Opinions, Office of the Attorney General (March 15, April 18, June 30, 1988).~~
~~Oregon Department of Education, Memos #23-1988-89, #42-1994-95.~~

[1] McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Dallas School District 2

Code: **JHC**
Adopted: 11/10/03
Readopted: 6/11/12

Student Health Services and Requirements

Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major school Board concern. The school board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;

2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and

3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The district shall maintain a prevention oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;

2. Health appraisal to include screening for possible vision or hearing problems ~~and also scoliosis~~;

3. Health counseling for students and parents/legal guardians when appropriate;

4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by Oregon Department of Human Services, Health Services and the county health department;

6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;

7. Services for students who are medically fragile or have special health care needs;

8. Integration of school health services with school health education programs.

The board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of the No Child Left Behind Act of 2001, the district recognizes its responsibility to notify parents/legal guardians in advance of any nonemergency, invasive physical examination[1] or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents/legal guardians shall have the opportunity to request their students be exempt from participation in ~~scoliosis,~~ vision or hearing screening. The district will abide by those requests.

END OF POLICY

Legal Reference(s):

OAR 581-022-0705 OAR 581-022-1420 OAR 581-022-1440

Protection of Pupil Rights, 20 U.S.C. Section 1232h; 34 CFR Part 98 (2000).

[1] The term "invasive physical examination," as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

Dallas School District 2

Code: **KGB**
Adopted: 7/22/02
Readopted: 10/08/12; 1/12/16

Public Conduct on School Property

No person on district property will:

1. Injure or threaten to injure another;

2. Damage the property of another or of the district;

3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;

4. Violate parking regulations;

5. Drive a vehicle in an unsafe manner;

6. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the board, superintendent, principal or other authorized administrator;

7. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;

8. Bring, possess, conceal or use a weapon as prohibited by federal and state law, except as allowed by ORS 166;

9. Possess, consume, sell, give, or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;

10. Smoke or use tobacco products.

11. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;

12. Willfully violate board policies, administrative regulations or school rules designed to maintain public order on district property;

13. Haze, harass, intimidate, menace or bully, or cyberbully any person;

14. Use personal communication devices **or unmanned Aircraft System (drone)** that have the capability to record video, audio, or photos on district property or at school sponsored events that in any way violate the personal privacy of any individual on school grounds or at a school sponsored event;

15. Use personal communication devices to communicate through social media that in any way violate Dallas School District policies, federal, state, or local law.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be issued a trespass citation and/or referred to law enforcement officials.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 164.245
ORS 164.255
ORS 166.025
ORS 166.155 to -166.165
ORS 166.210 to -166.370
ORS 336.109
ORS 339.883
ORS 431.840
ORS 433.835 to -433.990
ORS 806.060 to -806.080

OAR 333-015-0025 to -0090
OAR 581-021-0110
OAR 584-020-0040(4)(e),(g)

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).
Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).

Cross Reference(s):

ECAB - Vandalism/Malicious Mischief/Theft
JFCEA - Gangs and Gang Related Activities
KGC/GBK/JFCG - Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

Dallas School District 2

Code: **JECBD-AR**
Adopted: 11/10/03

Homeless Students

Definitions

1. "Enrollment" means attending classes and participating fully in school activities.

2. "School of origin" means the school that the student attended when permanently housed or the school ~~where~~ **in which the student was** last enrolled.

   When the student has completed the final grade served by the school or origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

3. "Homeless student" means individuals who lack a fixed, regular and adequate nighttime residence and includes:

   a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; **or** are abandoned in hospitals; ~~or are awaiting foster placement;~~
   b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
   c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
   d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.

4. "Unaccompanied student" includes a student not in the physical custody of a parent or guardian.

Assignment to School

The district shall, according to the student's best interest, continue the student's education in the school of origin for the duration of homelessness, or enroll the student in a district school ~~in the attendance area in which the homeless student is actually living on the same basis as other district students~~ **that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend**.

In determining the best interest of the student, the district shall:

1. ~~To the extent feasible, keep a homeless~~ **Presume that keeping the** student in the**ir** school of origin **is in their best interest**, unless doing so is contrary to the ~~wishes~~ **request** of the student's parent or guardian;

2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;
3. ~~In the case of an unaccompanied student, e~~**E**nsure that the district's liaison helps ~~in~~ **with** placement or enrollment decisions **for an unaccompanied student and** considers the ~~views~~ **request** of the student, and provides **a** notice of the right to appeal **on** placement and enrollment decisions.

Enrollment

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other **student** records.

If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations or records.

A student shall be granted enrollment even if he or she has missed application or enrollment deadlines during any period of homelessness.

Records

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or school district, consistent with state and federal law.

Enrollment Disputes

If a dispute arises over school selection, ~~or~~ enrollment **or eligibility,** the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district's decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision. through ~~the district's discrimination complaint procedure~~ **the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator.**

The student, parent or guardian shall be referred to the district's liaison, who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

Services

Each homeless student shall be provided services comparable to services offered to other students, including the following:

1. Transportation services;

2. Education services for which the student is eligible, such as:

   a. Title I[1];
   b. Special education;
   c. Programs for ~~students with limited English proficiency~~ **English Learners**;
   d. ~~Professional technical programs~~ **Career and technical education**;
   e. Talented and gifted programs.

3. School nutrition programs.

Coordination

The district shall coordinate the provision of services to homeless students with local social service agencies, and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues such as transportation, ~~or~~ transfer of school records, **and issues concerning appropriate credit for full or partial course work completed at a prior school** to ensure that homeless students have access to available educational and related services.

District Liaison

The district's liaison shall ensure that:

1. Homeless students are identified;

2. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;

3. Homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health service and other appropriate services;

4. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;

5. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, family shelters and soup kitchens);

6. **Homeless families and student have access to and receive educational services through Head Start, Early Intervention and preschool services;**

[1]All homeless students are automatically eligible for Title I services, regardless of their current academic performance.

7. **Homeless families and students receive educational services for which they are eligible, and referrals to health-care services, dental services, mental health services, and other appropriate services;**

8. **Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;**

9. **Public notice of the education rights of homeless students is distributed where such students receive services (e.g., schools, shelters, public libraries, and soup kitchens);**

10. Enrollment disputes are mediated **through McKinney-Vento Act dispute resolution procedures;**

11. The parents of homeless students, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;

12. School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

The district's liaison shall coordinate and collaborate with the **ODE** state coordinator, community and school personnel responsible for the provision of educational and related services to homeless students.

Dallas School District Enrollment Report

April 2017

School	Capacity	Kgtn	1	2	3	4	5	Total	Last month	Apr 15/16	Apr 14/15	Apr 13/14	Apr 12/13
					Oasis								
Lyle	*[460]*	26	25	27	26	1							
		26	25	27	28								
		26	25	27	25								
		26	24	26	27								
Total		**104**	**99**	**107**	**106**	**1**		**417**	413	429	436	440	440
Oakdale	*[412]*	27	25	29	28								
		28	23	29	28								
		27	24	28	30								
			24		28								
Total		**82**	**96**	**86**	**114**	**0**		**378**	375	366	369	371	368
					OSD Enrollment								
Whitworth	*[437]*				1	29	33						
						28	33						
						29	33						
						29	33						
						30	31						
						29	32						
						28	32						
						31							
Total					**1**	**233**	**227**	**461**	462	431	412	400	411
Total K-5								**1256**	1250	1226	1217	1211	1219

Dallas School District Enrollment Report

April 2017

School	Capacity								Last month	Apr 15/16	Apr 14/15	Apr 13/14	Apr 12/13
LaCreole	*[728]*	Grade 6	Grade 7	Grade 8									
		205	232	219				**656**	652	660	657	679	673
DHS	*[1020]*	Grade 9	Grade 10	Grade 11	Grade 12	Post High	Edgenuity						
		248	244	198	207	13	14	**924**	933	934	970	954	978
MCAP	*[108]*			Grade 11	Grade 12								
				24	35			**59**	60	63	60	53	58
PADTC	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12						
	1	6	3	2	2	2		**16**	17	16	15	16	16
Extended Campus Prior to 2016	Post Grad Scholars							**4**	4	92	83	88	59
						Grand Total		**2915**	2916	2991	3002	3001	3003
						Including LVCS/DCS		3264	3261				

LVCS CHARTER	Current	Last Year
In District	**86**	**89**
Out of Dist	**107**	**98**
Total	**193**	**187**

High school extended campus started 2005/2006

In 2006 Morrison was a charter school with 80 students.

Elementary reconfiguration effective 09/10 school year.

Dallas Community School								
KG	1	2	3	4	5	6	7/8
14	18	22	24	21	20	15	22
Total	**156**						
First year 2015-16							

LUCKIAMUTE VALLEY CHARTER SCHOOLS
ENROLLMENT REPORT
2016 -2017
APRIL

STUDENT TOTALS

	Current #'s	End of last yr.
In District	86	89
Out of District	107	98
TOTAL STUDENT #'s	193	187

BREAKDOWN BY GRADE LEVELS

	Current #'s	End of last yr.
Kindergarten	21	17
1st Grade	22	18
2nd Grade	26	20
3rd Grade	19	26
4th Grade	25	25
5th Grade	25	23
6th Grade	22	23
7th Grade	20	20
8th Grade	13	15

NUMBERS CURRENT AS OF 04//2017

1:27 PM
04/05/17
Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
July 2016 through March 2017

	Jul '16 - Ma...	Budget	$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
1510 · Earnings on investments	317.23	400.00	-82.77	79.3%
1920 · Donations from Private Sources	6,531.47	6,000.00	531.47	108.9%
1929 · PTC	72.68	1,000.00	-927.32	7.3%
1951 · TEXTBOOK SALES	131.55			
1990 · Miscellaneous	1,628.00	500.00	1,128.00	325.6%
3101 · State School Suport Funds	1,334,596.11	1,673,566.00	-338,969.89	79.7%
Total Income	1,343,277.04	1,681,466.00	-338,188.96	79.9%
Gross Profit	1,343,277.04	1,681,466.00	-338,188.96	79.9%
Expense				
1000 · INSTRUCTION				
1100 · Regular Programs				
1111 · Elementary Grades K-6				
111-111 · Certified Salaries	223,580.25	363,532.00	-139,951.75	61.5%
111-112 · Classified Salaries	77,636.17	131,766.00	-54,129.83	58.9%
111-121 · Substitute Teacher Salaries	2,456.03	12,250.00	-9,793.97	20.0%
111-131 · Extra Duty Salaries	28,000.00	28,000.00	0.00	100.0%
111-211 · PERS-Employer Contribution	57,296.02	96,399.00	-39,102.98	59.4%
111-212 · PERS-EPPT PICK UP	19,024.12	31,398.00	-12,373.88	60.6%
111-220 · Social Security	24,430.43	40,969.00	-16,538.57	59.6%
111-231 · Worker's Compensation	3,134.13	3,299.00	-164.87	95.0%
111-240 · Health/Dental Insurance	79,246.06	151,200.00	-71,953.94	52.4%
111-355 · Printing	1,649.71	5,000.00	-3,350.29	33.0%
111-410 · Supplies	2,726.87	18,000.00	-15,273.13	15.1%
111-420 · Textbooks	1,982.65	5,000.00	-3,017.35	39.7%
111-460 · Non-Consumable Supplies	1,746.30	6,000.00	-4,253.70	29.1%
111-470 · Computer Software	0.00	500.00	-500.00	0.0%
111-480 · Computer Hardware	128.00	500.00	-372.00	25.6%
111-541 · Equipment	4,290.80	10,000.00	-5,709.20	42.9%
Total 1111 · Elementary Grades K-6	527,327.54	903,813.00	-376,485.46	58.3%
1121 · Middle Programs 7-8				
121-111 · Licensed Salaries	74,681.94	125,292.00	-50,610.06	59.6%
121-112 · Classified Salaries	3,902.94	8,384.00	-4,481.06	46.6%
121-121 · Substitute Salary	2,800.64	3,500.00	-699.36	80.0%
121-131 · Extra Duty Salaries	3,500.00	3,500.00	0.00	100.0%
121-211 · PERS-Employer Contribution	12,292.67	23,813.00	-11,520.33	51.6%
121-212 · PERS-EPPT PICK UP	3,707.23	7,728.00	-4,020.77	48.0%
121-220 · Social Security	6,202.95	10,120.00	-3,917.05	61.3%
121-231 · Workers Compensation	47.82	815.00	-767.18	5.9%
121-240 · Health/Dental Insurance	13,665.03	32,400.00	-18,734.97	42.2%
121-310 · Instruction Services	3,030.00			
121-355 · Printing	585.16	2,000.00	-1,414.84	29.3%
121-410 · Consumable Supplies	441.28	8,000.00	-7,558.72	5.5%
121-420 · Textbooks	389.34	3,000.00	-2,610.66	13.0%
121-460 · Non-consumable Supplies	1,022.94	3,000.00	-1,977.06	34.1%
121-470 · Computer Software	0.00	1,000.00	-1,000.00	0.0%
121-480 · Computer Hardware	193.24	1,000.00	-806.76	19.3%
121-541 · Equipment- New	3,924.90	5,000.00	-1,075.10	78.5%
Total 1121 · Middle Programs 7-8	130,388.08	238,552.00	-108,163.92	54.7%
Total 1100 · Regular Programs	657,715.62	1,142,365.00	-484,649.38	57.6%
Total 1000 · INSTRUCTION	657,715.62	1,142,365.00	-484,649.38	57.6%
2000 · SUPPORT SERVICES				
2200 · Instructional Staff				
220-313 · Special Services	2,574.00	5,000.00	-2,426.00	51.5%
220-390 · Professional Development	11,193.03	18,000.00	-6,806.97	62.2%
220-410 · Supplies	1,220.09	3,000.00	-1,779.91	40.7%
Total 2200 · Instructional Staff	14,987.12	26,000.00	-11,012.88	57.6%

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04/05/17
Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
July 2016 through March 2017

	Jul '16 - Ma...	Budget	$ Over Bud...	% of Budget
2220 · Library/Media Center				
222-430 · Library Books	1,166.38	3,000.00	-1,833.62	38.9%
222-450 · Periodicals	0.00	1,200.00	-1,200.00	0.0%
222-550 · Technology	1,693.05	4,000.00	-2,306.95	42.3%
Total 2220 · Library/Media Center	2,859.43	8,200.00	-5,340.57	34.9%
2230 · Assessment and Testing				
223-312 · Testing Services	7,232.20	9,000.00	-1,767.80	80.4%
Total 2230 · Assessment and Testing	7,232.20	9,000.00	-1,767.80	80.4%
2240 · Instructional Staff Development				
224-312 · Instruction Improvement Service	3,209.76	500.00	2,709.76	642.0%
224-410 · Instruction Improvement Suppli	784.70	1,500.00	-715.30	52.3%
Total 2240 · Instructional Staff Development	3,994.46	2,000.00	1,994.46	199.7%
2310 · School Board				
231-300 · Purchased Services	4,142.99	5,000.00	-857.01	82.9%
231-354 · Advertisement	1,371.00	2,000.00	-629.00	68.6%
231-382 · Legal Services	1,152.33	6,000.00	-4,847.67	19.2%
231-410 · Consumable Supplies	667.38	4,000.00	-3,332.62	16.7%
231-640 · Dues and Fees	2,144.73	2,200.00	-55.27	97.5%
231-651 · Liability Insurance	13,719.00	14,000.00	-281.00	98.0%
Total 2310 · School Board	23,197.43	33,200.00	-10,002.57	69.9%
2410 · School Administration				
241-112 · Classified Salaries	54,936.00	80,136.00	-25,200.00	68.6%
241-113 · Administrator salaries	82,381.09	116,800.00	-34,418.91	70.5%
241-211 · PERS-Employer Contribution	26,566.33	35,448.00	-8,881.67	74.9%
241-212 · PERS-Employee Cont. Pick-up	8,539.02	11,816.00	-3,276.98	72.3%
241-220 · Social Security	10,841.36	15,066.00	-4,224.64	72.0%
241-231 · Workers Compensation	66.78	1,213.00	-1,146.22	5.5%
241-240 · Health/Dental Insurance	16,837.86	24,800.00	-7,962.14	67.9%
241-340 · Travel	500.00	500.00	0.00	100.0%
241-353 · Postage	443.67	800.00	-356.33	55.5%
241-355 · Printing	157.58	1,000.00	-842.42	15.8%
241-390 · Professional Development	3,927.32	4,000.00	-72.68	98.2%
241-410 · Consumable Supplies	488.15	3,500.00	-3,011.85	13.9%
241-460 · non-consumables	500.06	3,000.00	-2,499.94	16.7%
241-470 · Software	228.91	2,000.00	-1,771.09	11.4%
241-480 · Computer Hardware	578.90	2,000.00	-1,421.10	28.9%
241-541 · Equipment	757.66	4,000.00	-3,242.34	18.9%
241-640 · Dues and Fees	2,025.35	3,000.00	-974.65	67.5%
Total 2410 · School Administration	209,776.04	309,079.00	-99,302.96	67.9%
2500 · Support services-business				
2520 · Fiscal services				
252-232 · Unemployment	436.90	5,000.00	-4,563.10	8.7%
252-380 · Payroll and Accounting Services	8,245.00	6,800.00	1,445.00	121.3%
252-381 · Audit Services	450.00	1,600.00	-1,150.00	28.1%
252-390 · General Prof & Tech Services	0.00	98,681.00	-98,681.00	0.0%
252-640 · Dues and Fees	98.75	2,000.00	-1,901.25	4.9%
Total 2520 · Fiscal services	9,230.65	114,081.00	-104,850.35	8.1%

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04/05/17
Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
July 2016 through March 2017

	Jul '16 - Ma...	Budget	$ Over Bud...	% of Budget
2540 · Plant services				
254-112 · Classified Salaries	13,632.92	23,519.00	-9,886.08	58.0%
254-211 · PERS-Employer Contribution	2,404.84	4,233.00	-1,828.16	56.8%
254-212 · PERS-EPPT PICK	817.97	1,411.00	-593.03	58.0%
254-220 · Social Securtiy	1,042.93	1,799.00	-756.07	58.0%
254-231 · Worker's Compensation	14.12	145.00	-130.88	9.7%
254-240 · Health/Dental Insurance	4,383.54	10,800.00	-6,416.46	40.6%
254-321 · Cleaning Service	586.55	2,000.00	-1,413.45	29.3%
254-322 · Repairs and Maintenance	10,421.91	22,000.00	-11,578.09	47.4%
254-324 · Rental	3,815.66	4,320.00	-504.34	88.3%
254-325 · Electricity	8,910.40	10,000.00	-1,089.60	89.1%
254-326 · Fuel	4,193.99	5,500.00	-1,306.01	76.3%
254-327 · Water	2,421.48	3,000.00	-578.52	80.7%
254-328 · Garbage	2,618.47	3,500.00	-881.53	74.8%
254-329 · Other property services	1,820.51	5,000.00	-3,179.49	36.4%
254-351 · Telephone	2,765.64	2,000.00	765.64	138.3%
254-355 · Printing	191.94	1,000.00	-808.06	19.2%
254-410 · Supplies	3,120.59	7,000.00	-3,879.41	44.6%
254-520 · Major Building Improvements	10,241.80	40,000.00	-29,758.20	25.6%
254-530 · Improvements Other Than Buildin	1,681.56	20,000.00	-18,318.44	8.4%
254-541 · Equipment	4,984.18	10,000.00	-5,015.82	49.8%
Total 2540 · Plant services	80,071.00	177,227.00	-97,156.00	45.2%
2550 · Transporation				
255-331 · Transportation-Educational	14,366.95	43,000.00	-28,633.05	33.4%
Total 2550 · Transporation	14,366.95	43,000.00	-28,633.05	33.4%
Total 2500 · Support services-business	103,668.60	334,308.00	-230,639.40	31.0%
2620 · Planning Services				
262-111 · Salary-Grant	0.00	4,000.00	-4,000.00	0.0%
Total 2620 · Planning Services	0.00	4,000.00	-4,000.00	0.0%
Total 2000 · SUPPORT SERVICES	365,715.28	725,787.00	-360,071.72	50.4%
3000 · ENTERPRISE & COMMUNITY				
3100 · Food Services				
310-640 · dues and fees	9,957.92	17,000.00	-7,042.08	58.6%
312-410 · supplies	227.57			
Total 3100 · Food Services	10,185.49	17,000.00	-6,814.51	59.9%
Total 3000 · ENTERPRISE & COMMUNITY	10,185.49	17,000.00	-6,814.51	59.9%
4000 · FACILITIES ACQUISITION & CONSTR				
4150 · Building Acq, const, impr. Ser				
415-520 · Building Improvements	53,233.39	70,000.00	-16,766.61	76.0%
415-530 · Improvements-Other	9,337.62	50,000.00	-40,662.38	18.7%
Total 4150 · Building Acq, const, impr. Ser	62,571.01	120,000.00	-57,428.99	52.1%
Total 4000 · FACILITIES ACQUISITION & CONSTR	62,571.01	120,000.00	-57,428.99	52.1%
Total Expense	1,096,187.40	2,005,152.00	-908,964.60	54.7%
Net Ordinary Income	247,089.64	-323,686.00	570,775.64	-76.3%
Net Income	**247,089.64**	**-323,686.00**	**570,775.64**	**-76.3%**

Luckiamaute Valley
Charter Schools
2016-2017

		JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
Beginning Fund Balance **		656,382.01												656,382.01
INCOME														-
1510	Earnings on investments	27.68	35.44	40.63	40.11	33.86	33.20	32.51	34.56	39.24				317.23
1910	Rentals													-
1920	Donations from Private Sources		10.18	250.00	1,418.50	688.53	1,072.94		3,056.32	35.00				6,531.47
1925	Clemens Grant													-
1929	PTO				72.68									72.68
1951	Textbook Sales		131.55											131.55
1999	Grants													-
1990	Miscellaneous Income			669.00	959.00									1,628.00
3101	State School Support Funds		396,553.57	132,184.52	132,184.52	132,184.52		264,369.04	132,184.52	144,935.42				1,334,596.11
TOTAL REVENUE		**656,409.69**	**396,730.74**	**133,144.15**	**134,674.81**	**132,906.91**	**1,106.14**	**264,401.55**	**135,275.40**	**145,009.66**	-	-	-	1,999,659.05

EXPENDITURES BY OBJECT														
100	Salaries		16,643.33	64,628.87	142,427.73	66,537.43	85,902.65	58,194.22	65,921.92	67,251.83				567,507.98
200	Benefits	3,514.68	11,050.12	36,293.68	58,661.10	34,764.37	40,214.00	34,462.51	34,396.18	36,266.93				289,623.57
300	Services	5,639.54	11,305.13	9,295.90	16,315.77	7,877.57	17,452.34	9,479.26	16,580.07	8,031.67				101,977.25
400	Supplies	1,613.58	4,207.78	2,374.12	2,601.21	1,763.94	104.40	2,687.81	1,337.71	922.80				17,613.35
500	Equipment/Improvements	10,041.00	16,854.97	15,779.32	8,566.94	5,828.95	5,825.00	3,766.92	8,526.52	15,154.48				90,344.10
600	Dues & Fees	15,546.25	17.50	10,023.17	1,510.23	70.25	439.85		43.75	43.75				27,694.75
700	Contingency													-
TOTAL EXPENDITURES		**36,355.05**	**60,078.83**	**138,395.06**	**230,082.98**	**116,842.51**	**149,938.24**	**108,590.72**	**126,806.15**	**127,671.46**	-	-	-	1,094,761.00

EXPENDITURES BY FUNCTION														
1000	Instruction	4,911.46	11,188.85	75,876.89	150,074.76	84,694.92	86,052.91	72,376.93	78,285.08	88,514.69				651,976.49
2000	Support	22,329.59	32,804.98	39,647.63	74,500.48	29,974.01	61,910.33	34,238.79	45,287.67	29,334.53				370,028.01
3000	Food Services			9,957.92	132.74	94.83								10,185.49
4000	Construction	9,114.00	16,085.00	12,912.62	5,375.00	2,078.75	1,975.00	1,975.00	3,233.40	9,822.24				62,571.01
6000	Contingency													-
TOTAL EXPENDITURES		**36,355.05**	**60,078.83**	**138,395.06**	**230,082.98**	**116,842.51**	**149,938.24**	**108,590.72**	**126,806.15**	**127,671.46**	-	-	-	1,094,761.00

FUND BALANCE	**620,054.64**	**956,706.55**	**951,455.64**	**856,047.47**	**872,111.87**	**723,279.77**	**879,090.60**	**887,559.85**	**904,898.05**	**904,898.05**	**904,898.05**	**904,898.05**	

Luckiamute Valley Charter Schools
Board Meeting Minutes
February 15, 2017

In Attendance: Matt Beasley, Jim Gardner, Vicky Avery, Kendal Cates, Steve Diehl, Jenneca Crocker, Tammy Pryce

Visitors: Jerry McGuffee, Kristin Miles, Ken Pearce

Meeting called to order at 6:45 pm

1. **Good News**
   1.1 We had AG in the classroom, a part of OSU extension, doing a dairy and meat process demonstration. They offer teacher training for free and will provide all the material. On April 17th we will be doing staff training on how to introduce AG in the classroom.

2. **Consent Agenda**
   Jim made a motion to accept the all the minutes in the agenda, Vicki seconded, all in favor.

3. **Announcements**
   3.1 Next facilities meeting - March 15, 2017 @ 5:30 pm
   3.2 Regular Board Meeting - March 15, 2017 @ 6:30 Bridgeport

4. **Visitors**
   4.1 Frank Wright was unable to attend and said that all you needed to know about him was in the packet that he provided last week.

   4.2 Kristen Miles came to provide the board members a draft survey and agenda to send out to our community partners, staff, and families. Her goal would be to provide the survey results at the first consensus workshop meeting, to be scheduled in April. Consensus workshops generally start in a big room where you brain storm, and narrow down ideas and then form task committees. Monmouth Library was a suggested place for gathering that may be central for all attendees. Vicki Avery volunteered to make contact and set a date in April.

5. **Reports**
   5.1 Current Enrollment is at 189
   5.2 Financial Board Reports - a question was asked about the new line items; deferred outflow & inflow of resources, and net pension liabilities. Tammy will get the breakdown of what these items are from the Auditor.
   5.3 Student tracking report shows all the meetings and issues attended to by admin and staff that take place after school. Students of the month for January were provided. Our resource deputy, Greg Caudill attends a luncheon with the students at the school.
   5.4 Board members attended the Falls City Board meeting, One of the areas of concern is can we provide busing for students after the sports games. Can we partner with Kings Valley or provide with our own busing? Falls City received a science grant and we might be able to have a joint venture of a science project,
   5.5 Facilities and Budget Committee Meeting minutes provided from January 18, 2017
   5.6 Updated Director Goals were given.
   5.7 Only one Accountant Company out of Portland has been given to us as a potential client. We are still waiting for more information from Fred Gabriel, CPA.
   5.9 2 quotes for finishing up all the window replacements at Pedee were given from Dallas Glass and Smith Glass.

5.9 Enviroprobe will be doing the work checking for any heating oil leakage and cleanup at both facilities. Pedee is the only site that has shown a small amount of cleanup needed. DEQ has requested that they be onsite during the cleanup.

6. **Future Board Agenda Settings – none**

7. **Board Policies – First Reading**

7.1 GCL & GCL- AR Staff Development – Licensed (optional) consensus was it is not needed at this time.
7.2 GCPD – Discipline and Dismissal of Staff – Put on the next consent agenda as written
7.2 GCPD-AR – Discipline and Dismissal of Staff – Put on the next consent agenda as written
7.2 ING – Animals in School Facilities – Put on the next consent agenda as presented
7.3 ING-AR – Animals in School Facilities – Put on the next consent agenda as presented

8. **Public Comments – None**

9. **Meeting adjourned at 8:18 pm**

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 23, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
District Office
111 SW Ash Street
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the District Office located at 111 SW Ash Street, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 13, 2017 and March 16, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in the District Office were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor Radon and Radon*

Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 18 locations within this site. **All of the 18 locations tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in two (2) locations of 1.1 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)

RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

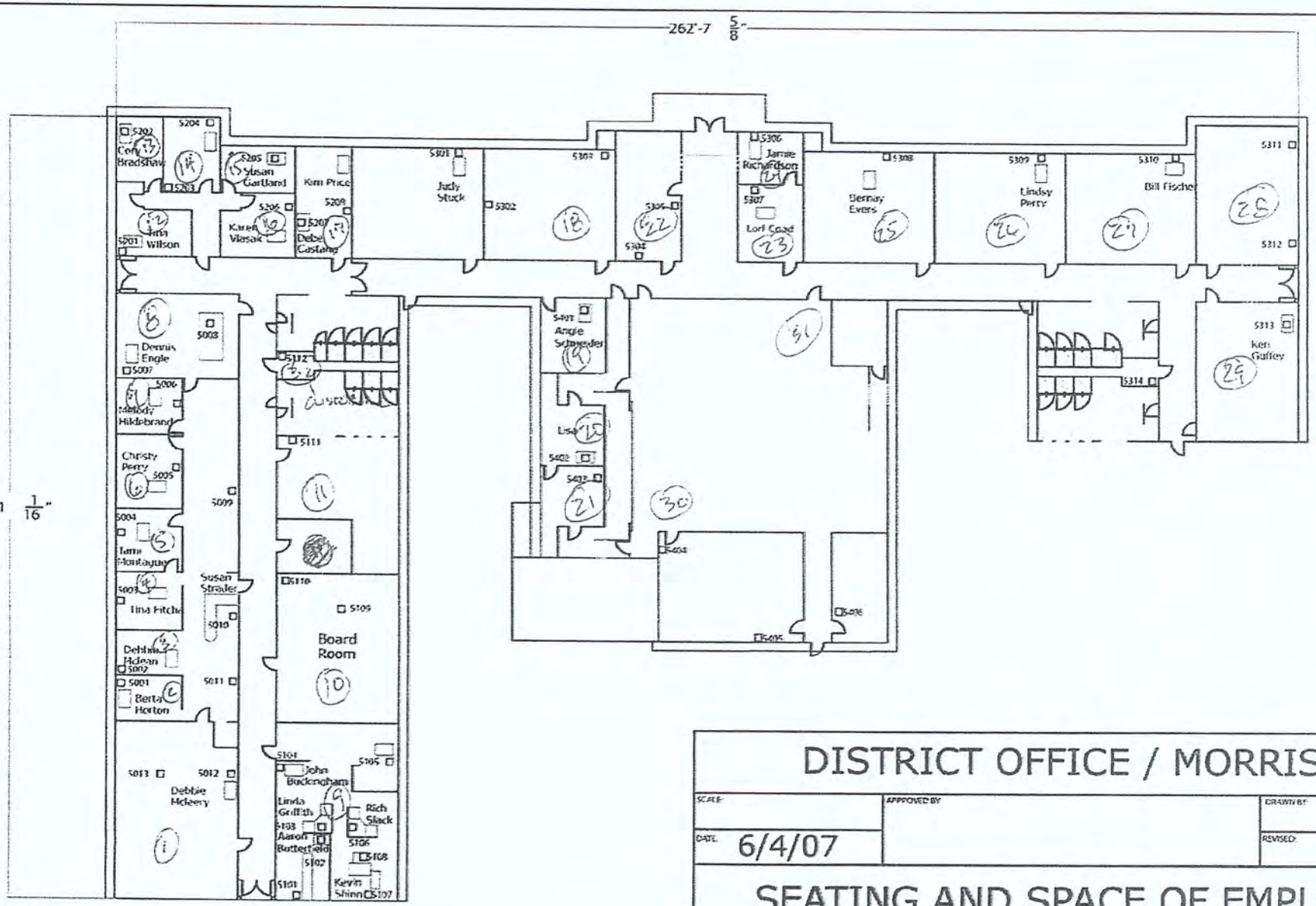
_____

_____

_____

Appendix B – Sample Location Map

32 TOTAL MARKED



DISTRICT OFFICE / MORRISO

SCALE:	APPROVED BY:	DRAWN BY: A
DATE: 6/4/07		REVISED:

SEATING AND SPACE OF EMPLO

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: District Office, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50144
Date Received: 03/17/17
Date Analyzed: 03/20/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
17-Rm. 120	307B	03.13.17	1030	03.16.17	1015	1.1
1- Rm. 170	2124	03.13.17	1033	03.16.17	1019	0.6
1a- Rm. 170	1812	03.13.17	1034	03.16.17	1020	0.7
2- Cubicle 5001	316	03.13.17	1037	03.16.17	1022	0.7
3- Cubicle 5002	2162	03.13.17	1040	03.16.17	1024	0.9
4- Cubicle 5003	1720	03.13.17	1042	03.16.17	1025	0.8
5- Fiscal Services	308B	03.13.17	1044	03.16.17	1027	0.9
6- Superintendent	2013	03.13.17	1046	03.16.17	1055	0.8
7- Assistant Superintendent (Exec.)	2104	03.13.17	1048	03.16.17	1029	0.7
8- Assistant Superintendent	513	03.13.17	1050	03.16.17	1031	0.7
9- Rm. 160	2158	03.13.17	1052	03.16.17	1034	0.7
10- Conference	214B	03.13.17	1054	03.16.17	1035	1.1
11- Staff Lounge	2186	03.13.17	1055	03.16.17	1037	1.0
32- Custodian	235	03.13.17	1057	03.16.17	1050	1.0
12- Rm. 100	2116	03.13.17	1101	03.16.17	1039	0.9
13- Rm. 102	327B	03.13.17	1103	03.16.17	1040	0.8
14- Rm. 105	1263	03.13.17	1105	03.16.17	1052	0.5
15- Rm. 108	328B	03.13.17	1108	03.16.17	1043	0.8
16- Rm. 110	373B	03.13.17	1110	03.16.17	1045	0.8
16a- Rm. 110	3067	03.13.17	111	03.16.17	1046	0.8
18- Field Blank	A-79	03.13.17	--	03.16.17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/21/17

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 20, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
LaCreole Middle School
701 SE LaCreole Drive
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the LaCreole Middle School located at 701 SE LaCreole Middle School, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 7, 2017 and March 10, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in the LaCreole Middle School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor*

Radon and Radon Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 74 locations within this school. **All of the 74 rooms tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 3.5 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

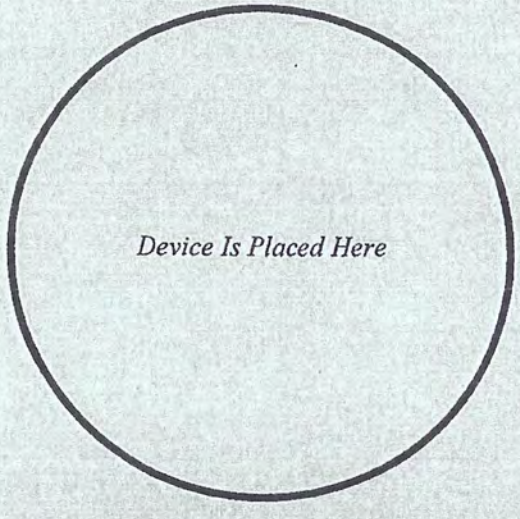
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

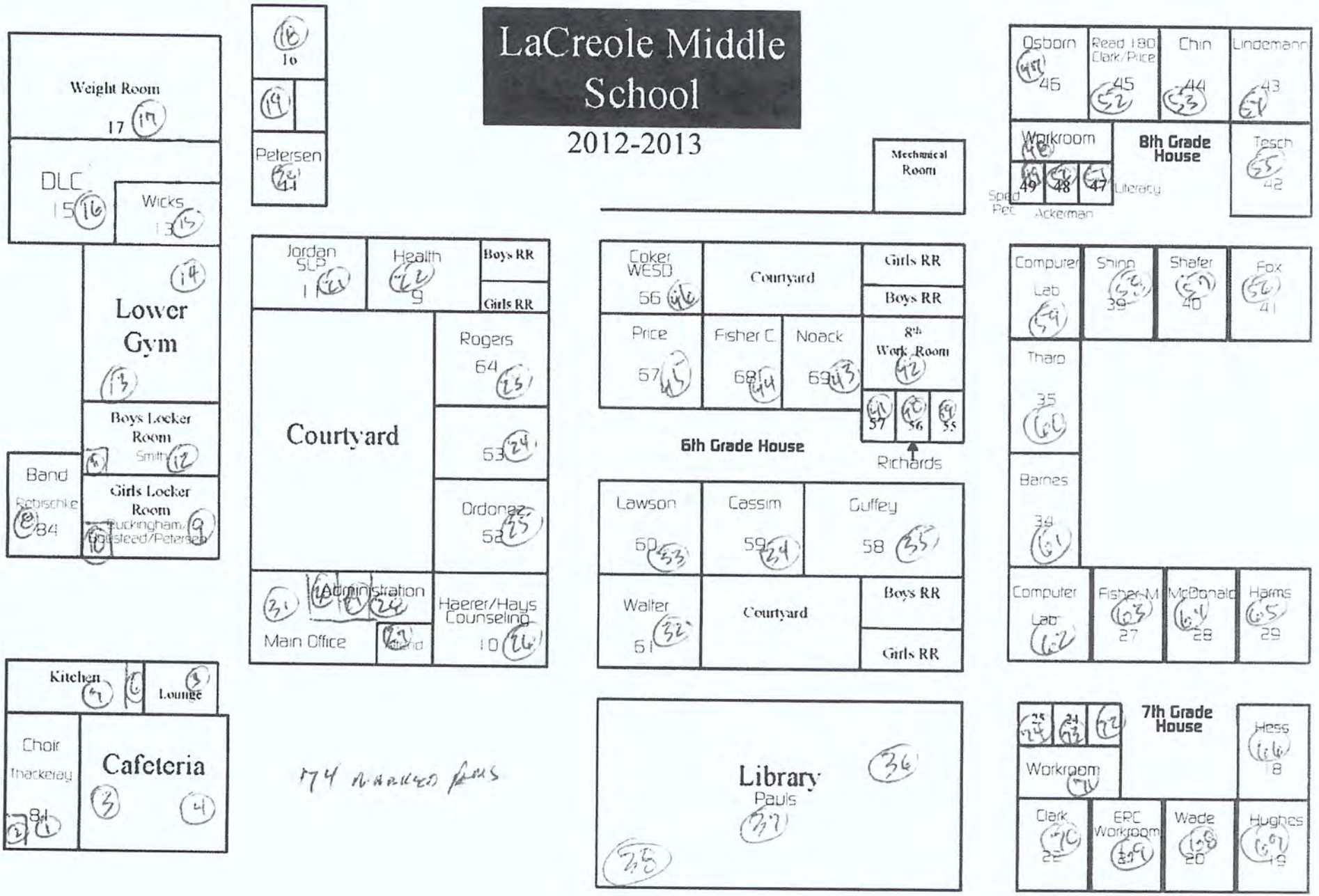
_____

_____

Appendix B – Sample Location Map

LaCreole Middle School

2012-2013



Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: LaCreole Middle School, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50111
Date Received: 03/11/17
Date Analyzed: 03/13/17, 03/15/17, 03/16/17 & 03/17/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
#1 Choir	2140	03-07-17	0850	03-10-17	0747	ND<0.5
#2 Choir Office	2177	03-07-17	0851	03-10-17	0750	ND<0.5
#3 Café	2129	03-07-17	0853	03-10-17	0801	1.3
#4 Café	42B	03-07-17	0854	03-10-17	0803	1.6
#5 Lounge	2101	03-07-17	0857	03-10-17	0805	0.8
#6 Kitchen Office	68B	03-07-17	0900	03-10-17	0755	0.7
#7 Kitchen Office	2062	03-07-17	0902	03-10-17	0752	1.1
#8 Band	2074	03-07-17	0907	03-10-17	0745	0.8
#9 Girls Locker	192A	03-07-17	0911	03-10-17	0807	1.3
#10 Girls Locker Office	303	03-07-17	0915	03-10-17	0810	ND<0.5
#11 Boys Locker Office	543	03-07-17	0920	03-10-17	0817	0.8
#12 Boys Locker Main	9B	03-07-17	0925	03-10-17	0814	1.2
#13 Lower Gym	3274	03-07-17	0930	03-10-17	0820	1.8
#14 Lower Gym	2067	03-07-17	0935	03-10-17	0822	1.3
#15 Wicks	1950	03-07-17	0940	03-10-17	0828	3.5
#16 DLC	1746	03-07-17	0945	03-10-17	0827	1.1
#17 Weight Room	1889	03-07-17	1000	03-10-17	0825	0.6
#18 Rm. 16	2121	03-07-17	1015	03-10-17	0832	1.7
#19 Mid Room	2119	03-07-17	1020	03-10-17	0836	1.1

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
#20 Rm. 14	2086	03-07-17	1022	03-10-17	0835	1.0
#21 Rm. 11	309	03-07-17	1030	03-10-17	0842	0.8
#22 Rm. 9	502	03-07-17	1035	03-10-17	0844	1.4
#23 Rm. 64	3147	03-07-17	1040	03-10-17	0846	1.7
#24 Rm. 63	433	03-07-17	1045	03-10-17	0850	1.8
#25 Rm. 62	1896	03-07-17	1050	03-10-17	0852	2.8
#26 Rm. 10	2048	03-07-17	1055	03-10-17	0855	1.1
#27 Attend Off	256	03-07-17	1100	03-10-17	0857	1.4
#28 Conf. Rm.	241	03-07-17	1105	03-10-17	0859	1.1
#29 Center Office	1979	03-07-17	1110	03-10-17	0900	1.5
#30 Office Manager	300	03-07-17	1115	03-10-17	0902	1.4
#31 Office Lobby	562	03-07-17	1120	03-10-17	0905	1.4
#31A Office Lobby- Duplicate	414	03-07-17	1125	03-10-17	0904	1.6
#32 Rm. 61	272A	03-07-17	1135	03-10-17	0913	0.9
#33 Rm. 60	2093	03-07-17	1137	03-10-17	0915	1.0
#34 Rm. 59	532	03-07-17	1139	03-10-17	0918	0.7
#35 Rm. 58	371	03-07-17	1142	03-10-17	0920	ND<0.5
#36 Library	286A	03-07-17	1127	03-10-17	0907	1.0
#37 Library Mid	435	03-07-17	1129	03-10-17	0908	0.8
#38 Library	536	03-07-17	1131	03-10-17	0910	0.8
#38A Library- Duplicate	3026	03-07-17	1134	03-10-17	0911	1.1
#39 Rm. 55	912	03-07-17	1147	03-10-17	0925	ND<0.5
#40 Rm. 56	2035	03-07-17	1151	03-10-17	0927	0.7
#41 Rm. 57	357	03-07-17	1155	03-10-17	0929	ND<0.5
#42 Work Rm.	2185	03-07-17	1157	03-10-17	0932	ND<0.5
#43 Rm. 69	2073	03-07-17	1201	03-10-17	0943	0.5
#44 Rm. 68	2071	03-07-17	1204	03-10-17	0945	0.6
#45 Rm. 67	2168	03-07-17	1207	03-10-17	0948	0.6
#46 Rm. 66	2114	03-07-17	1209	03-10-17	0950	0.5
#47 Rm. 46	2021	03-07-17	1215	03-10-17	0955	ND<0.5
#48 Work Rm.	2167	03-07-17	1217	03-10-17	0957	0.5
#49 Records Rm. 49	2128	03-07-17	1219	03-10-17	1003	ND<0.5
#50 Ackerman Rm. 48	1882	03-07-17	1225	03-10-17	1001	ND<0.5
#51 Rm. 47	2172	03-07-17	1230	03-10-17	0959	ND<0.5
#52 Rm. 45	83B	03-07-17	1234	03-10-17	1005	0.5
#53 Rm. 44	231	03-07-17	1237	03-10-17	1007	ND<0.5
#54 Rm. 43	1972	03-07-17	1241	03-10-17	1010	ND<0.5
#55 Rm. 42	3121	03-07-17	1245	03-10-17	1012	ND<0.5
#56 Rm. 41	3174	03-07-17	1248	03-10-17	1014	ND<0.5
#57 Rm. 40	3093	03-07-17	1252	03-10-17	1016	0.5
#58 Rm. 39	1986	03-07-17	1255	03-10-17	1018	0.5

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
# 59 Rm. 38	2117	03-07-17	1300	03-10-17	1020	0.6
#60 Rm. 38	2183	03-07-17	1305	03-10-17	1024	0.5
#61 Rm. 34	388	03-07-17	1310	03-10-17	1027	ND<0.5
#62 Rm. 26	3161	03-07-17	1315	03-10-17	1030	0.7
#62A Rm.26- Duplicate	1801	03-07-17	1316	03-10-17	1031	0.7
#63 Rm. 27	1824	03-07-17	1320	03-10-17	1035	ND<0.5
#63A Rm. 27- Duplicate	126	03-07-17	1322	03-10-17	1036	ND<0.5
#64 Rm. 28	149	03-07-17	1325	03-10-17	1038	ND<0.5
#65 Rm. 29	1829	03-07-17	1330	03-10-17	1040	1.1
#66 Rm. 18	1846	03-07-17	1335	03-10-17	1042	0.8
#66A Rm. 18- Duplicate	26B	03-07-17	1337	03-10-17	1043	0.9
#67 Rm. 19	3270	03-07-17	1341	03-10-17	1045	1.1
#68 Rm. 20	3181	03-07-17	1344	03-10-17	1047	0.6
#69 Rm. 21	1671	03-07-17	1347	03-10-17	1050	0.7
#69A Rm. 21- Duplicate	3214	03-07-17	1349	03-10-17	1051	0.7
#70 Rm. 22	342	03-07-17	1352	03-10-17	1055	0.6
#71 Work Rm.	2112	03-07-17	1355	03-10-17	1057	0.8
#71A Work Rm.- Duplicate	1524	03-07-17	1359	03-10-17	1058	1.2
#72 Front Work	589	03-07-17	1403	03-10-17	1600	ND<0.5
#73 Rm. 24	413	03-07-17	1406	03-10-17	1104	ND<0.5
#74 Rm. 25	1447	03-07-17	1410	03-10-17	1108	0.9
#74A Rm. 25- Duplicate	2154	03-07-17	1411	03-10-17	1111	1.0
Field Blank	202A	03-07-17	--	03-10-17	--	ND<0.5
Field Blank	254	03-07-17	--	03-10-17	--	ND<0.5
Field Blank	2103	03-07-17	--	03-10-17	--	ND<0.5
Field Blank	3155	03-07-17	--	03-10-17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager &
Cathryn Lemire, Laboratory Analyst

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/20/17

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 23, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Lyle Elementary School
185 SW Levens Street
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Lyle Elementary School located at 185 SW Levens Street, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 13, 2017 and March 16, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in the Lyle Elementary School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor*

Radon and Radon Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 38 locations within this school. **All of the 38 locations tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 1.2 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

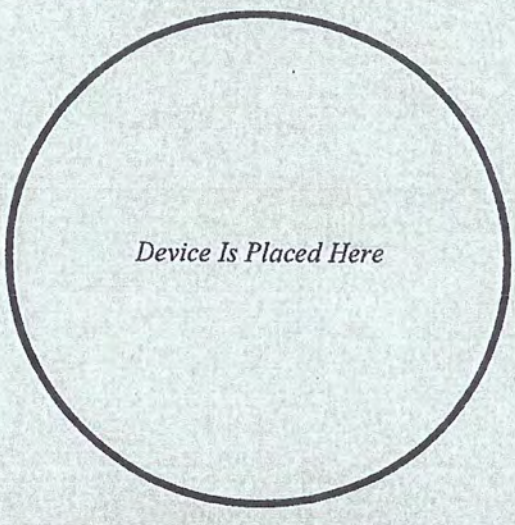
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

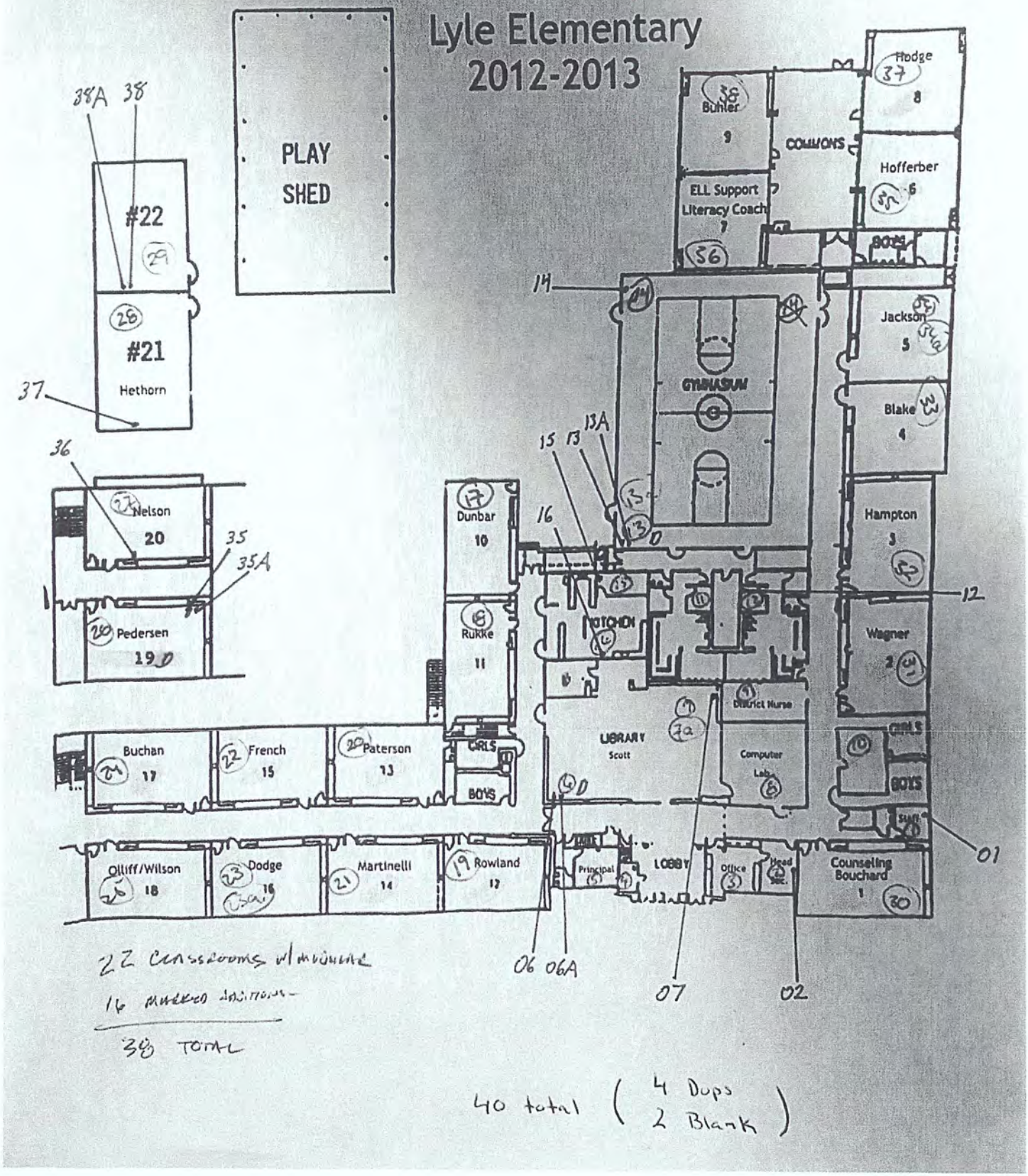
Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

_____

_____

Appendix B – Sample Location Map


Lyle Elementary
2012-2013
PLAY SHED
#22
#21
Hethorn
Nelson 20
Pedersen 19
Buchan 17
French 15
Paterson 13
Olliff/Wilson 18
Dodge 16
Martinelli 14
Rowland 17
Dunbar 10
Rukke 11
GIRLS
BOYS
Bunker 9
COMMONS
ELL Support Literacy Coach 7
Hodge 8
Hofferber 6
Jackson 5
Blake 4
GYMNASIUM
Hampton 3
Wagner 2
KITCHEN
LIBRARY Scott
District Nurse
Computer Lab
Principal
LOBBY
Office
Head Sec.
Counseling Bouchard 1
38A 38
37
36
35 35A
15 13 13A
16
14
12
01
06 06A
07
02
22 CLASSROOMS W/ RESOURCE
16 MOVED ADDITIONS
38 TOTAL
40 total (4 Dups 2 Blank)

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Lyle Elementary School, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50142
Date Received: 03/17/17
Date Analyzed: 03/20/17 & 03/21/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
1- Speech	2146	03.13.17	0747	03.16.17	0827	ND<0.5
2- Office Manager	292B	03.13.17	0749	03.16.17	0829	ND<0.5
3- Main Office	3111	03.13.17	0751	03.16.17	0831	0.5
4- Staff Lounge	105A	03.13.17	0753	03.16.17	0834	0.6
5- Principal	35B	03.13.17	0755	03.16.17	0836	ND<0.5
6- Library	3211	03.13.17	0757	03.16.17	0839	ND<0.5
6a- Library	895	03.13.17	0758	03.16.17	0840	ND<0.5
7- Library	375B	03.13.17	0759	03.16.17	0841	0.5
8- Computer Lab	182A	03.13.17	0803	03.16.17	0844	ND<0.5
9- ELD	1935	03.13.17	0806	03.16.17	0846	ND<0.5
10- Reading Room	377B	03.13.17	0808	03.16.17	0848	ND<0.5
11- Gym Office	2064	03.13.17	0809	03.16.17	0851	0.7
12- Workroom	2014	03.13.17	0812	03.16.17	0853	ND<0.5
13- Gym	1133	03.13.17	0816	03.16.17	0856	0.5
13a- Gym	2066	03.13.17	0817	03.16.17	0857	0.6
14- Gym	209A	03.13.17	0821	03.16.17	0859	0.6
15- Cafeteria Office	A-4	03.13.17	0825	03.16.17	0904	ND<0.5
16- Cafeteria/Kitchen	250	03.13.17	0827	03.16.17	0906	0.7
17- Rm. 10	131A	03.13.17	0831	03.16.17	0908	ND<0.5
18- Rm. 11	232B	03.13.17	0834	03.16.17	0910	ND<0.5
19- Rm. 12	1878	03.13.17	0846	03.16.17	0912	0.5

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
20- Rm. 13	A-61	03.13.17	0849	03.16.17	0914	0.5
21- Rm. 14	629	03.13.17	0852	03.16.17	0916	0.5
22- Rm. 15	276A	03.13.17	0854	03.16.17	0919	0.5
23- Rm. 16	339B	03.13.17	0857	03.16.17	0921	0.7
23a- Rm. 16	3261	03.13.17	0858	03.16.17	0922	0.5
24- Rm. 17	1871	03.13.17	0900	03.16.17	0925	0.5
25- Rm. 18	379B	03.13.17	0902	03.16.17	0927	0.5
26- Rm. 19	357B	03.13.17	0906	03.16.17	0930	1.0
27- Rm. 20	2141	03.13.17	0909	03.16.17	0933	1.2
28- Portable Rm. 21	512	03.13.17	0915	03.16.17	0937	ND<0.5
29- Portable Rm. 22	2070	03.13.17	0916	03.16.17	0943	ND<0.5
30- Rm. 1	1808	03.13.17	0918	03.16.17	0945	ND<0.5
31- Rm. 2	31B	03.13.17	0920	03.16.17	0947	ND<0.5
32- Rm. 3	73B	03.13.17	0924	03.16.17	0948	ND<0.5
33- Rm. 4	1322	03.13.17	0926	03.16.17	0950	ND<0.5
34- Rm. 5	2159	03.13.17	0929	03.16.17	0952	ND<0.5
34a- Rm. 5	261A	03.13.17	0930	03.16.17	0953	ND<0.5
35- Rm. 6	216A	03.13.17	0933	03.16.17	0955	0.6
36- Rm. 7	271A	03.13.17	0936	03.16.17	0957	ND<0.5
37- Rm. 8	A-25	03.13.17	0939	03.16.17	1000	0.9
38- Rm. 9	285	03.13.17	0942	03.16.17	1002	ND<0.5
40- Field Blank	320B	03.13.17	--	03.16.17	--	ND<0.5
41- Field Blank	1802	03.13.17	--	03.16.17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/22/17

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 20, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Morrison Campus
125 Main Street
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Morrison Campus located at 125 Main Street, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 13, 2017 and March 16, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in the Morrison Campus were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor Radon and Radon*

Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 14 locations within this school. **All of the 14 locations tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 1.9 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

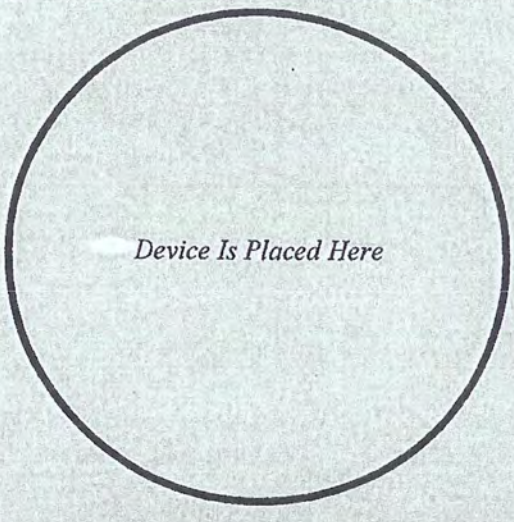
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

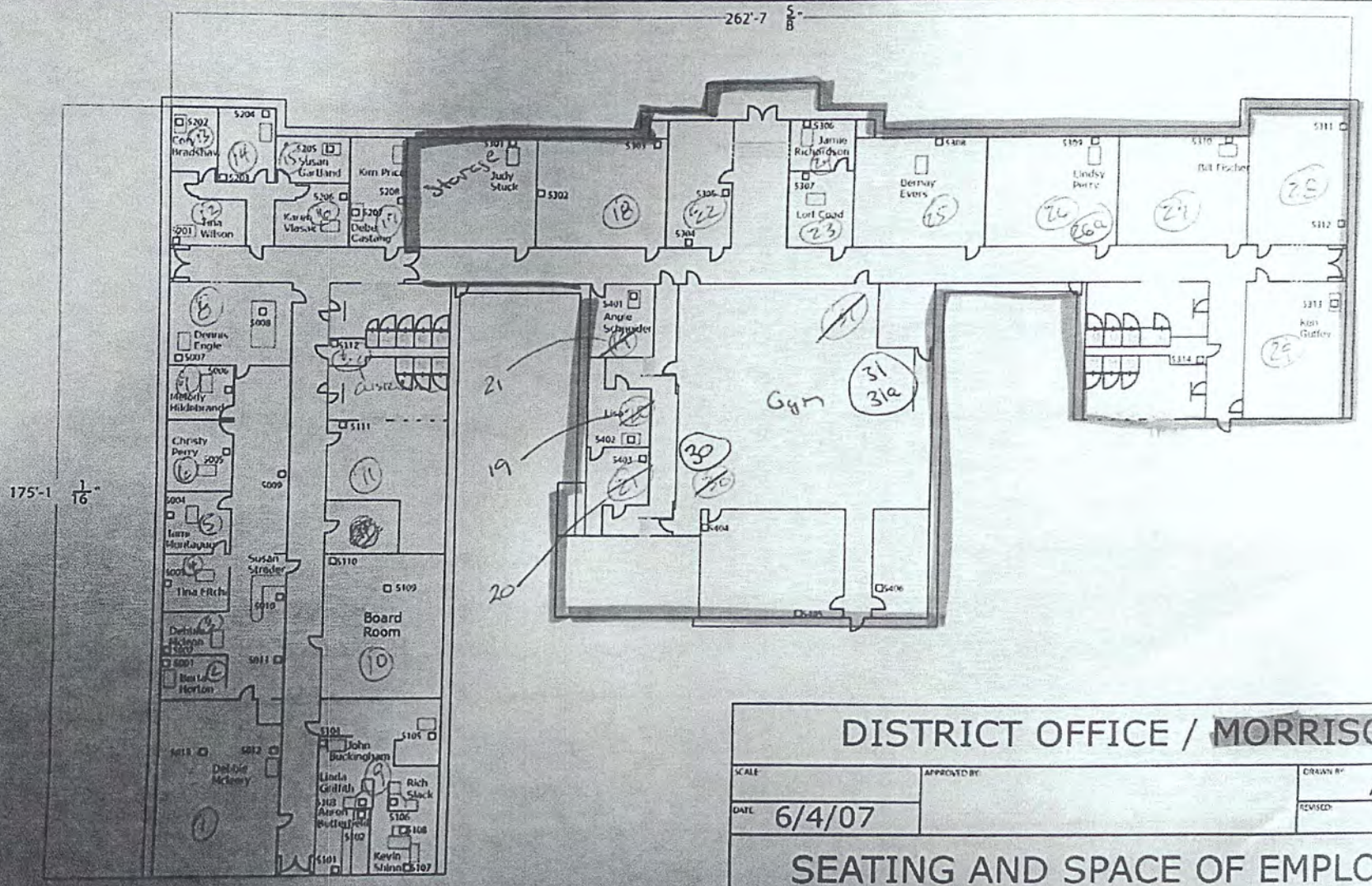
_____

_____

_____

Appendix B – Sample Location Map

32 TOTAL MARKED



DISTRICT OFFICE / MORRISO

SCALE:	APPROVED BY:	DRAWN BY: A
DATE: 6/4/07		REVISED:

SEATING AND SPACE OF EMPLO

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Morrison Campus, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50143
Date Received: 03/17/17
Date Analyzed: 03/17/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
18- Rm. 2	1903	03.13.17	1126	03.16.17	1102	1.3
19- Maintenance	A-62	03.13.17	1129	03.16.17	1104	1.7
20- Maintenance (5403)	1828	03.13.17	1131	03.16.17	1105	1.7
21- Counselor (5401)	244A	03.13.17	1134	03.16.17	1107	1.9
22- Walker Room (5304/5305)	1625	03.13.17	1140	03.16.17	1109	1.6
23-Office	1907	03.13.17	1142	03.16.17	1110	1.3
24- Office (5306)	305B	03.13.17	1145	03.16.17	1111	1.2
25- Rm. 3	2023	03.13.17	1147	03.16.17	1113	1.3
26- Rm. 4	2132	03.13.17	1150	03.16.17	1115	1.1
26a- Rm. 4	3124	03.13.17	1151	03.16.17	1116	1.2
27- Rm. 5	A-59	03.13.17	1152	03.16.17	1117	1.2
28- 5312	2166	03.13.17	1154	03.16.17	1119	1.3
29- 5313	306B	03.13.17	1156	03.16.17	1121	1.0
30- Gym	72B	03.13.17	1203	03.16.17	124	1.4
31- Gym	326B	03.13.17	1204	03.16.17	1125	1.3
31a- Gym	1835	03.13.17	1205	03.16.17	1126	1.3
Field Blank	807	03.13.17	--	03.16.17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/20/17

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 14, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Oakdale Heights Elementary School
1375 SW Maple Street
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Oakdale Heights Elementary School located at 1375 SW Maple Street, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between February 27, 2017 and March 2, 2017, with two (2) rooms tested on March 7, 2017 through March 10, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in Oakdale Heights Elementary School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as

well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992*. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 45 locations within this school. **All of the 45 rooms tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 1.0 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

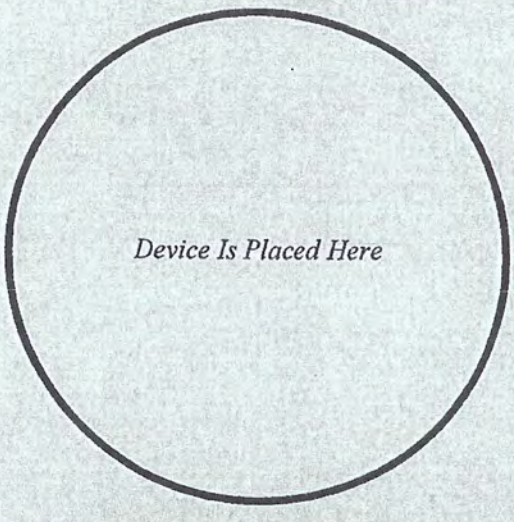
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

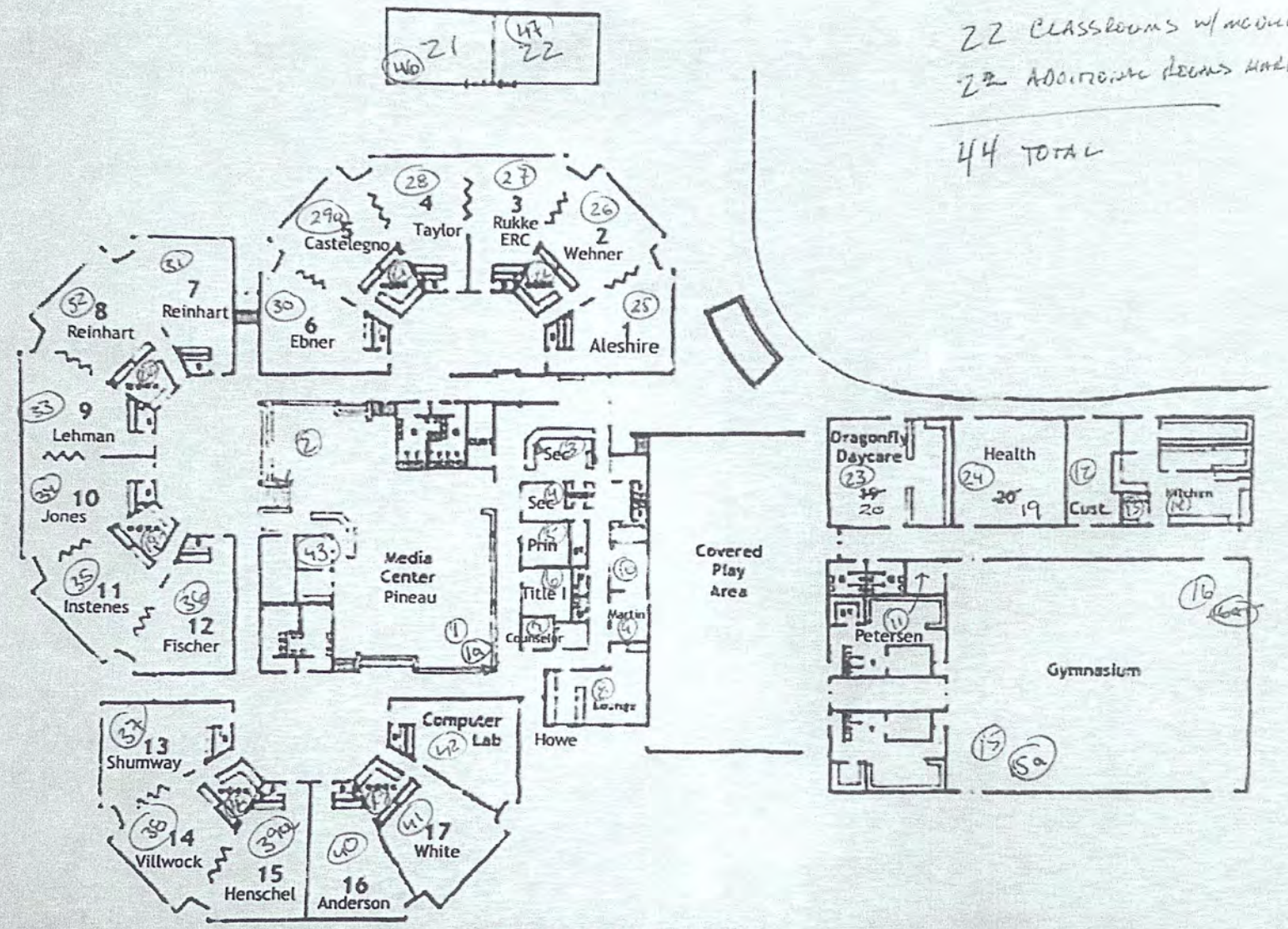
Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

_____

_____

Appendix B – Sample Location Map



Staff 2012-2013

Oakdale Heights

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Oakdale Heights Elementary School, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50066
Date Received: 03/03/17
Date Analyzed: 03/04/17, 03/06/17 & 03/13/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
1-Media	594	02-27-17	0945	03-02-17	0914	0.5
1a-Media- Duplicate	1385	02-27-17	0946	03-02-17	0916	0.5
2-Media	1964	02-27-17	0949	03-02-17	0918	0.5
3-Sec. Front Desk	1970	02-27-17	0954	03-02-17	0920	0.5
4-Principal Sec.	338	02-27-17	0959	03-02-17	0923	0.6
5-Principal	446	02-27-17	1004	03-02-17	0924	0.6
6-Title 1	360B	02-27-17	1001	03-02-17	0925	0.9
7-Counselor	1343	02-27-17	1006	03-02-17	0926	ND<0.5
8-Teacher's Lounge	340B	02-27-17	1007	03-02-17	0928	0.5
9-Conference Room B	2125	02-27-17	1010	03-02-17	0929	ND<0.5
10-Conference Room A	2153	02-27-17	1012	03-02-17	0933	ND<0.5
11-Gym Office	618	03-07-17	0815	3-10-17	0725	1.0
12-Custodial	1866	02-27-17	1039	03-02-17	0932	0.5
13-Kitchen Office	2004	02-27-17	1041	03-02-17	0934	0.6
14—Kitchen	1946	02-27-17	1044	03-02-17	0935	0.8
15-Gym	359B	02-27-17	1025	03-02-17	0936	0.6
15a-Gym- Duplicate	2054	02-27-17	1026	03-02-17	0937	0.5
16-Gym	393B	02-27-17	1030	03-02-17	0938	0.6
17-Room 16/17 Workroom	1867	02-27-17	1053	03-02-17	0948	0.6

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
18-Room 14 Workroom	315	02-27-17	1056	03-02-17	0950	0.7
19-Room 11 Workroom	377	02-27-17	1100	03-02-17	0953	0.5
20-Room 8 Workroom	3221	03-07-17	0810	3-10-17	0720	0.7
21-Room 5 Workroom	2118	02-27-17	1107	03-02-17	0957	0.7
22-Room 2 Workroom	2102	02-27-17	1109	03-02-17	0958	0.7
23-Room 20	112	02-27-17	1115	03-02-17	1000	0.7
24- Room 19	233	02-27-17	1118	03-02-17	1002	0.9
25- Room 1	1991	02-27-17	1121	03-02-17	1004	0.8
26- Room 2	3151	02-27-17	1124	03-02-17	1005	0.9
27- Room 3	2193	02-27-17	1126	03-02-17	1006	0.6
28- Room 4	1921	02-27-17	1129	03-02-17	1007	0.8
29- Room 5	2136	02-27-17	1132	03-02-17	1008	0.7
29a- Room 5- Duplicate	450	02-27-17	1133	03-02-17	1009	0.6
30- Room 6	402	02-27-17	1135	03-02-17	1010	0.5
31- Room 7	3239	02-27-17	1139	03-02-17	1012	0.7
32- Room 8	1228	02-27-17	1141	03-02-17	1013	0.5
33- Room 9	2051	02-27-17	1144	03-02-17	1014	0.8
34- Room 10	1018	02-27-17	1147	03-02-17	1015	0.8
35- Room 11	179A	02-27-17	1150	03-02-17	1016	0.8
36- Room 12	821	02-27-17	1152	03-02-17	1017	0.7
37- Room 13	1810	02-27-17	1155	03-02-17	1019	0.8
38- Room 14	1927	02-27-17	1200	03-02-17	1020	0.7
39- Room 15	2050	02-27-17	1204	03-02-17	1021	0.8
39a- Room 15- Duplicate	2045	02-27-17	1205	03-02-17	1022	0.8
40- Room 16	3061	02-27-17	1209	03-02-17	1024	0.6
41- Room 17	1943	02-27-17	1215	03-02-17	1025	0.7
42- Room 18	2109	02-27-17	1217	03-02-17	1026	0.8
43- I.M.C Office	1895	02-27-17	1232	03-02-17	1027	0.5
44- Field Blank	2041	02-27-17	--	03-02-17	--	ND<0.5
45- Field Blank	1356	02-27-17	--	03-02-17	--	ND<0.5
46- Room 21	10B	02-27-17	1342	03-02-17	1030	ND<0.5
47- Room 22	2152	02-27-17	1345	03-02-17	1031	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____

Kathleen Williamson, Laboratory Manager &
Cathryn Lemire, Laboratory Analyst

Reviewed by _____

Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/13/17

TRC
4120 SE International Way, Suite A110
Milwaukie, Oregon 97222
503.387.3251 PHONE
503.908.1318 FAX
www.TRCsolutions.com

March 20, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Post High
1085 Main Street
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Post High School located at 1085 Main Street, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 13, 2017 and March 16, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in Post High School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor Radon and Radon*

Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 5 locations within this school. **All of the 5 locations tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 0.6 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

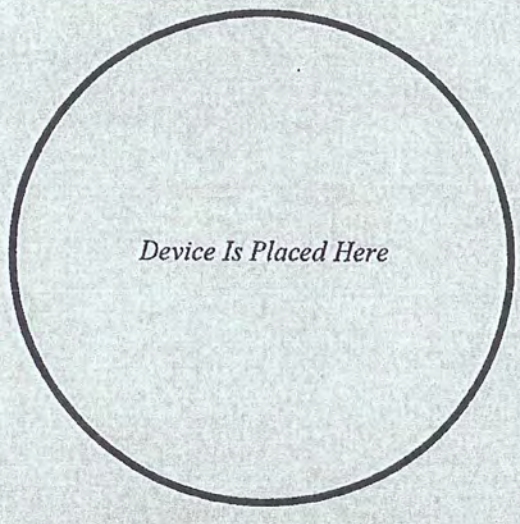
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

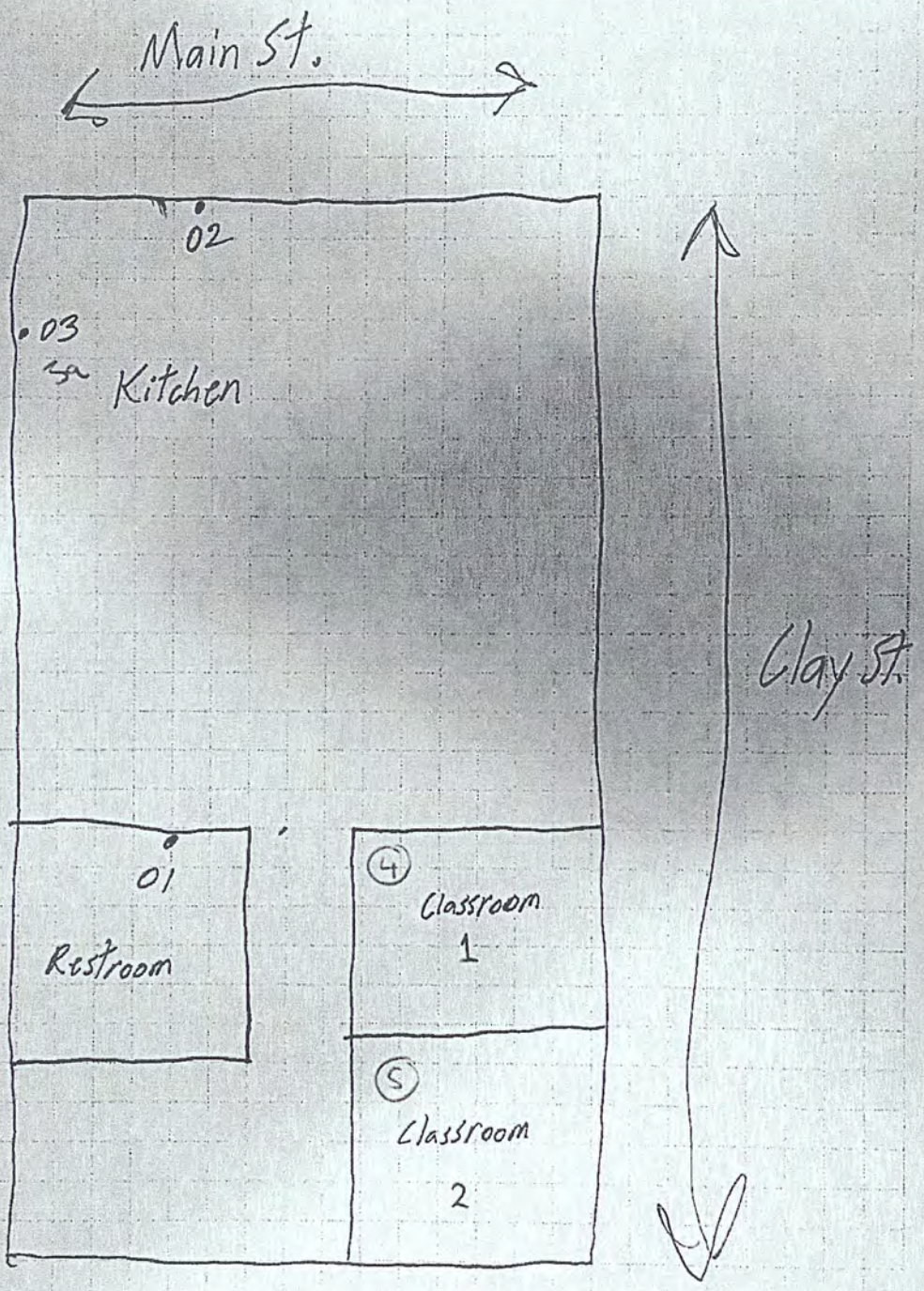
Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

_____

_____

Appendix B – Sample Location Map


Main St.
02
03
Kitchen
Clay St.
01
Restroom
4
Classroom
1
5
Classroom
2

A

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Post High, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50141
Date Received: 03/17/17
Date Analyzed: 03/17/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
1-Utility Room	379	03.13.17	1236	03.16.17	1151	ND<0.5
2- Kitchen	2139	03.13.17	1239	03.16.17	1154	0.5
3- Kitchen	2037	03.13.17	1240	03.16.17	1155	0.5
3a- Kitchen	325B	03.13.17	1241	03.16.17	1156	0.6
4- Classroom 1	3079	03.13.17	1244	03.16.17	1159	0.5
5- Classroom 2	3207	03.13.17	1246	03.16.17	1201	0.5
Field Blank	2173	03.13.17	--	03.16.17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/20/17

TRC LABORATORY RADON ANALYTICAL CERTIFICATIONS
NEHA NRPP ID# 102266AL CT # PH-0426 NY # 10980

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

March 13, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Whitworth Elementary School
1151 SE Miller Avenue
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Whitworth Elementary School located at 1151 SE Miller Avenue, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between February 28, 2017 and March 3, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in Whitworth Elementary School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor*

Radon and Radon Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 38 locations within this school. **All of the 38 rooms tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest readings in two (2) locations of 3.7 pCi/L and 3.8 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

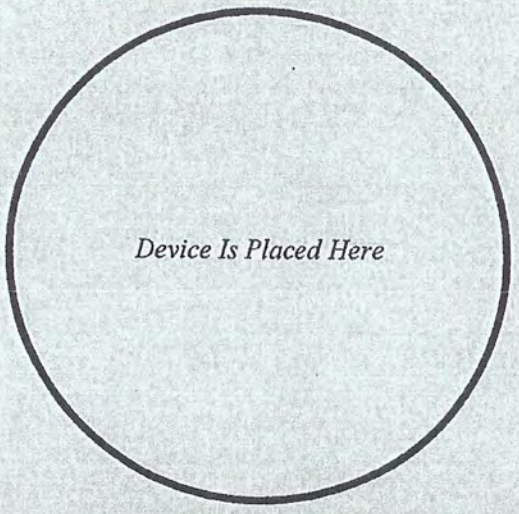
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

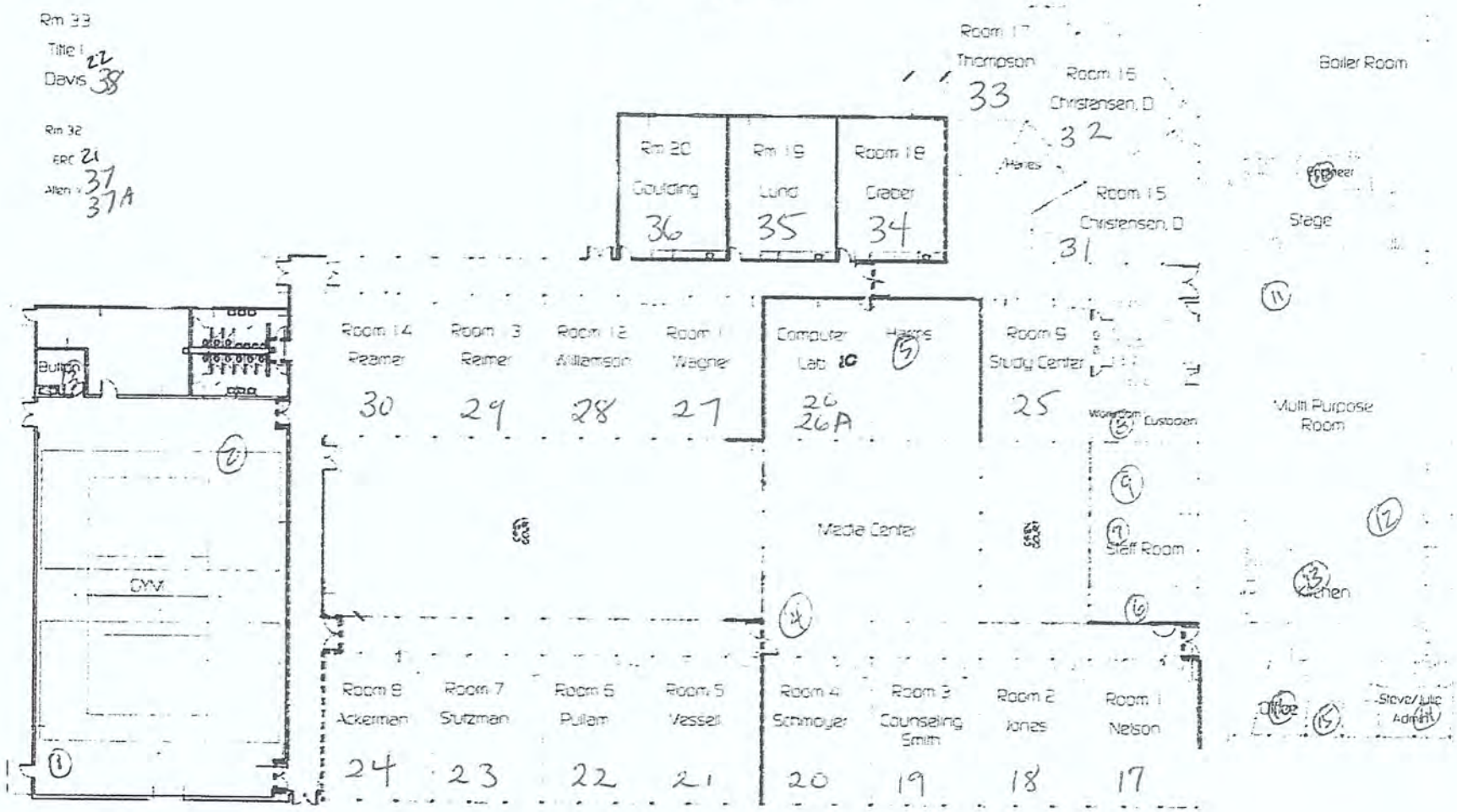
_____

_____

Appendix B – Sample Location Map

22 CLASSROOMS INCLUDING RESOURCE
16 ADDITIONAL MARKED ROOMS
38 TOTAL

WHITWORTH ELEMENTARY
2012-2013



Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Whitworth Elementary School, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50067
Date Received: 03/04/17
Date Analyzed: 03/07/17 & 03/08/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
01/Gym	332B	02-28-17	0835	03-03-17	0650	ND<0.5
01A/Gym- Duplicate	301B	02-28-17	1133	03-03-17	0845	ND<0.5
02/Gym	390B	02-28-17	0840	03-03-17	0655	ND<0.5
03/"Button'	311B	02-28-17	0837	03-03-17	0657	ND<0.5
04/Media Center	370B	02-28-17	0845	03-03-17	0700	1.2
05/Media Center	371B	02-28-17	0848	03-03-17	0702	1.2
05A/Media Center- Duplicate	372B	02-28-17	0853	03-03-17	0703	0.9
06/Hall Office across from Room 1	391B	02-28-17	0900	03-03-17	0706	0.8
07/Staff Room	351B	02-28-17	0904	03-03-17	0710	0.9
08/Custodian Workroom	352B	02-28-17	0907	03-03-17	0713	3.1
09/Mr. Laviene	392B	02-28-17	0912	03-03-17	0716	0.7
10/Engineer Office back of stage	350B	02-28-17	0917	03-03-17	0720	1.8
11/Multi-Purpose Room	312B	02-28-17	0922	03-03-17	0722	2.3
12/ Multi-Purpose Room	365B	02-28-17	0927	03-03-17	0725	2.6
13/Kitchen	385B	02-28-17	0932	03-03-17	0727	2.2
14/Conference Room	381B	02-28-17	0937	03-03-17	0729	2.8
15/Main Office Work Room	361B	02-28-17	0942	03-03-17	0730	2.7
16/Front Office	382B	02-28-17	0950	03-03-17	0732	2.8
17/Class Room #1	362B	02-28-17	0952	03-03-17	0735	0.8
18/Class Room #2	383B	02-28-17	1005	03-03-17	0738	0.7
19/Class Room #3	386B	02-28-17	1010	03-03-17	0743	1.0

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
20/Class Room #4	387B	02-28-17	1015	03-03-17	0745	1.0
21/ Class Room #5	388B	02-28-17	1020	03-03-17	0747	1.5
22/ Class Room #6	384B	02-28-17	1023	03-03-17	0750	1.8
23/ Class Room #7	366B	02-28-17	1026	03-03-17	0752	1.0
24/ Class Room #8	367B	02-28-17	1029	03-03-17	0754	1.3
25/ Class Room #9	363B	02-28-17	1032	03-03-17	0757	0.8
26/ Class Room #10	364B	02-28-17	1035	03-03-17	0800	0.6
26A/ Class Room #10- Duplicate	368B	02-28-17	1037	03-03-17	0801	0.6
27/ Class Room #11	348B	02-28-17	1045	03-03-17	0803	1.0
28/ Class Room #12	347B	02-28-17	1050	03-03-17	0805	0.8
29/ Class Room #13	345B	02-28-17	1054	03-03-17	0807	1.2
30/ Class Room #14	346B	02-28-17	1058	03-03-17	0810	1.2
31/ Class Room #15	341B	02-28-17	1103	03-03-17	0813	3.8
32/ Class Room #16	342B	02-28-17	1106	03-03-17	0815	3.7
33/ Class Room #17	343B	02-28-17	1110	03-03-17	0820	3.1
34/ Class Room #18	344B	02-28-17	1113	03-03-17	0822	1.0
35/ Class Room #19	324B	02-28-17	1117	03-03-17	0825	ND<0.5
36/ Class Room #20	321B	02-28-17	1121	03-03-17	0827	0.5
37/ Class Room #21	322B	02-28-17	1126	03-03-17	0830	ND<0.5
37A/ Class Room #21- Duplicate	323B	02-28-17	1127	03-03-17	0832	ND<0.5
38/ Class Room #22	304B	02-28-17	1131	03-03-17	0834	ND<0.5
Field Blank	302B	02-28-17	--	03-03-17	--	ND<0.5
Field Blank	303B	02-28-17	--	03-03-17	--	ND<0.5

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/08/17

4120 SE International Way, Suite A110
Milwaukie, Oregon 97222

503.387.3251 PHONE
503.908.1318 FAX

www.TRCsolutions.com

April 4, 2017

Ms. Kate Hall
Dallas School District #2
111 SW Ash Street
Dallas, OR 97338

VIA email to: *kate.hall@dsd2.org*

RE: Radon Testing
Dallas High School
1250 SE Holman Avenue
Dallas, OR 97338

TRC Project: 272838

Ms. Hall:

At your request, TRC Environmental Corporation (TRC) performed radon in air testing at the Dallas High School located at 1250 SE Holman Avenue, in Dallas, Oregon.

Testing Procedures
Prior to conducting the radon testing, to maintain proper testing conditions, a notification letter from the school administration was provided to staff informing them of the scheduled radon testing dates and protocols. Testing was performed under the guidance of TRC personnel certified as Radon Measurement Providers by the National Environmental Health Association (NEHA) National Radon Proficiency Program (NRPP). The initial radon testing was performed between March 20, 2017 and March 23, 2017.

Radon testing was conducted using the protocols recommended by the United States Environmental Protection Agency (EPA) and the Oregon Health Authority (OHA) as directed by ORS 332.166-167. Testing was conducted by taking initial short-term measurements of frequently occupied rooms in contact with the soil or above a basement or crawlspace. Frequently occupied rooms include classrooms, offices, cafeterias, libraries and gymnasiums. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets and storage closets need not be tested. Testing was conducted during the weekday while school was in session and Heating Ventilation and Air-Conditioning (HVAC) systems were operating normally.

The radon sampling devices placed in the Dallas High School were short-term (3-day) passive, 4-inch open-faced, activated charcoal absorption canisters, deployed in general accordance with the OHA guidance documents *Testing for Elevated Radon in Oregon Schools*, as well as the EPA guidance documents *Radon Measurements in Schools, July 1993, and Indoor Radon and Radon*

Decay Product Measurement Device Protocols, July 1992. After retrieval from Woodward Elementary School, the canisters were returned to TRC's American Association of Radon Scientists and Technologists (AARST)/National Environmental Health Association (NEHA) and National Radon Proficiency Program (NRPP)-certified Analytical Laboratory for analysis utilizing a gamma scintillation spectroscopy system.

A warning sheet was placed underneath each testing device to alert occupants that radon testing was in progress, and that the devise should not be disturbed and the windows must remain closed. TRC followed the EPA and OHA guidance for placing testing devices, as reasonably feasible, based on each room's configuration and usage. Testing devices were generally placed within the rooms away from drafts, vents and appliance, 20 inches above the floor, 3 feet from any exterior walls, doors or windows, 1 foot from any interior walls, 4 inches from other objects, away from heat, areas of high humidity and direct sunlight and where they were least likely to be disturbed. Multiple testing devices were utilized in rooms that were greater than 2000 square feet. Testing for the District included, spikes, 10% duplicated measurements and 5% blank measurements to provide appropriate quality assurance/quality control (QA/QC) measures. Samples were left in place for 3 days to ensure optimum results.

Samples Collected and Results

Testing was performed testing in 119 locations within this school. During the testing period, one (1) of the three (3) devices deployed in the Auxiliary Gymnasium was removed and discarded during testing. As such, 118 radon canisters were analyzed. **All of the 118 areas tested had results below the EPA recommended action level of 4.0 picocuries per liter (pCi/L) of air, with the highest reading in one (1) location of 2.2 pCi/L.**

Enclosed, please find the testing device warning sheet, a sample location map and laboratory analytical data.

TRC appreciates the opportunity to provide you with environmental consulting services. We look forward to working with you on future endeavors. If you have any questions or comments concerning this report, please call TRC at (503) 387-3251.

Sincerely,
TRC Environmental Corporation

Victoria Shepersky
Senior Industrial Hygienist

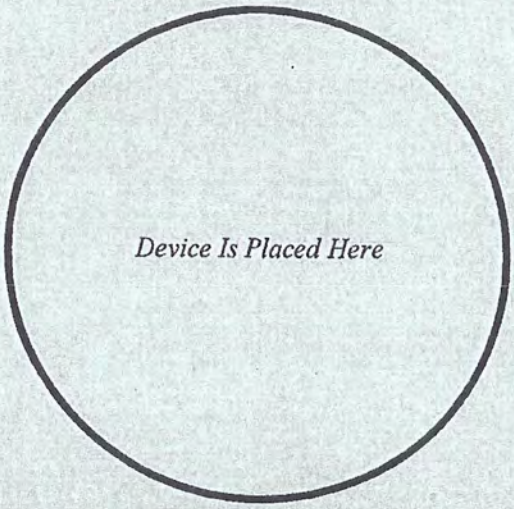
Ron Landolt
NW Region BSI Practice Leader

Attachments: Appendix A – Radon Device Warning Sheet
Appendix B – Sample Location Map
Appendix C – Laboratory Results

Appendix A – Radon Device Warning Sheet

DO NOT TOUCH, MOVE, OR DISTURB UNDER ANY CIRCUMSTANCES!

(KEEP YOUR WINDOWS CLOSED)



RADON TESTING IN PROGRESS

(Canister and its contents are not harmful)

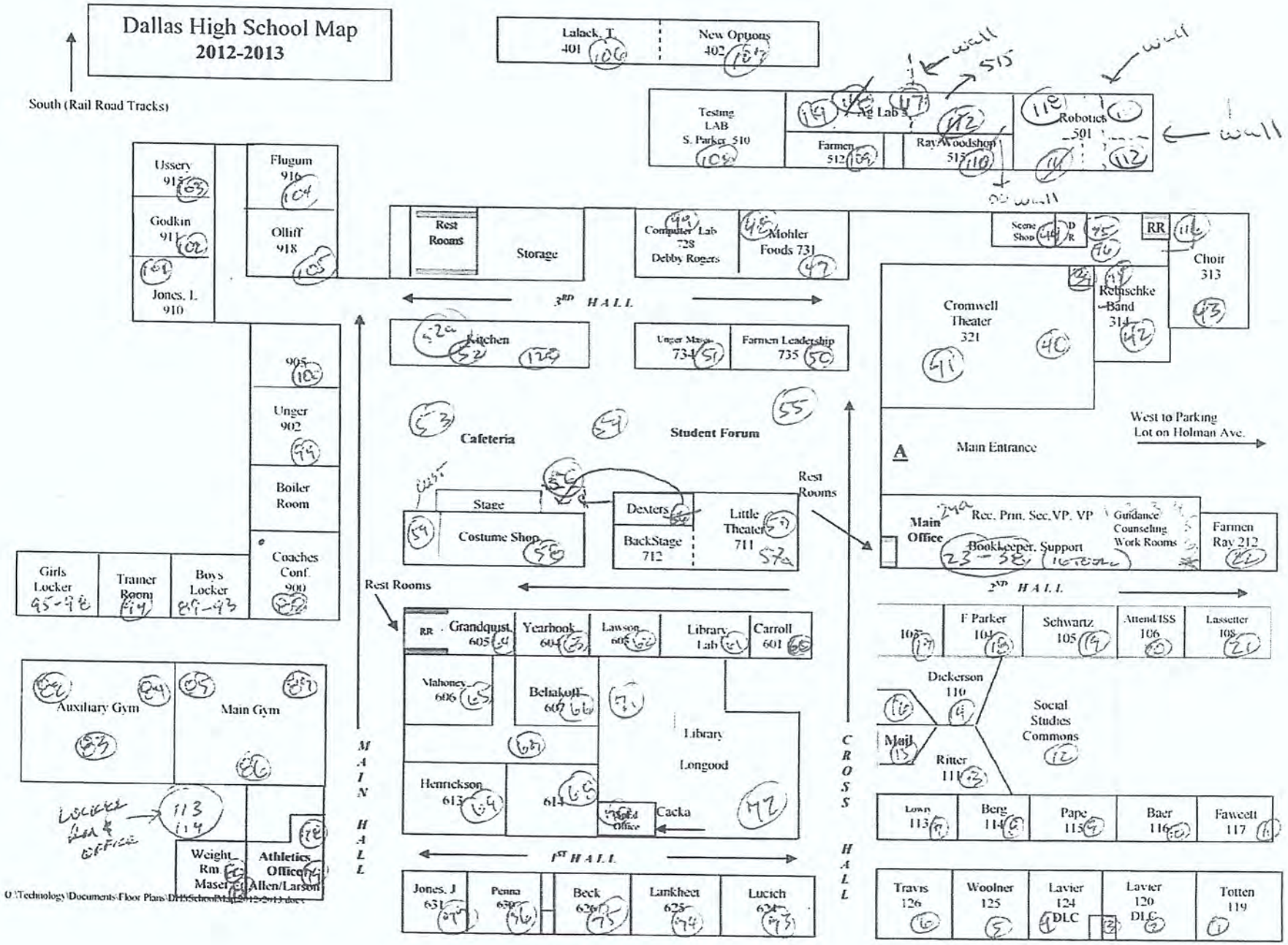
Please note if windows were opened at any time during the test and how long they were open or if the test was disturbed in any way…Thanks for your full cooperation.

_____

_____

_____

Appendix B – Sample Location Map


Dallas High School Map
2012-2013
South (Rail Road Tracks)
Lalack, T 401
New Options 402
Testing LAB S. Parker 510
Ag Lab 513
Farmen 512
Ray Woodshop 515
Robotics 501
Ussery 913
Godkin 911
Jones, L 910
Flugum 916
Olliff 918
Rest Rooms
Storage
Computer Lab 728 Debby Rogers
Mohler Foods 731
3RD HALL
Kitchen
Unger Mgmt 734
Farmen Leadership 735
905
Unger 902
Boiler Room
Coaches Conf. 900
Girls Locker
Trainer Room
Boys Locker
Cafeteria
Student Forum
Stage
Costume Shop
Dexters
BackStage 712
Little Theater 711
Rest Rooms
Scene Shop
RR
Choir 313
Cromwell Theater 321
Rehtschke Band 314
West to Parking Lot on Holman Ave.
A
Main Entrance
Main Office
Rec. Prin. Sec. VP. VP
Bookkeeper. Support
Guidance Counseling Work Rooms
Farmen Ray 212
2ND HALL
Auxiliary Gym
Main Gym
Weight Rm
Athletics Office
Allen/Larson
MAIN HALL
RR
Grandquist 605
Yearbook 604
Lawson 603
Library Lab
Carroll 601
Mahoney 606
Beltaloff 607
Library
Longood
Henrickson 613
614
Cacka
1ST HALL
Jones, J 631
Penna 630
Beck 626
Lankheet 625
Lucich 624
CROSS HALL
F Parker 104
Schwartz 105
Attend/ISS 106
Lassetter 108
Dickerson 110
Social Studies Commons
Mail
Ritter 111
Lowy 113
Berg 114
Pape 115
Baer 116
Fawcett 117
Travis 126
Woolner 125
Lavier 124 DLC
Lavier 120 DLC
Totten 119

Appendix C – Laboratory Results

TRC
Industrial Hygiene Laboratory
21 Griffin Road North
Windsor, CT 06095
(860) 298-6308

RADON ANALYSIS REPORT

CLIENT: Dallas School District

Site: Dallas High School, Dallas, OR
Project #: 272838.0000.0000
Lab Log #: 50205
Date Received: 03/24/17
Date Analyzed: 03/24/17, 03/27/17, 03/28/17 & 03/29/17

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
1- Rm. 119	94B	03.20.17	0900	03.23.17	0755	ND<0.5
2- Rm. 120	153B	03.20.17	0902	03.23.17	0806	ND<0.5
3- Rm. 120 Office	116B	03.20.17	0904	03.23.17	0808	ND<0.5
4- Rm. 124	104B	03.20.17	0906	03.23.17	0809	ND<0.5
5- Rm. 125	96B	03.20.17	0909	03.23.17	0811	ND<0.5
6- Rm. 126	101B	03.20.17	0912	03.23.17	0813	ND<0.5
7- Rm. 113	129B	03.20.17	0914	03.23.17	0815	0.9
8- Rm. 114	195B	03.20.17	0917	03.23.17	0817	0.7
9- Rm. 115	110B	03.20.17	0919	03.23.17	0818	ND<0.5
10- Rm. 116	19B	03.20.17	0922	03.23.17	0819	ND<0.5
11- Rm. 117	197B	03.20.17	0925	03.23.17	0821	0.5
12- Social Studies Commons	181B	03.20.17	0927	03.23.17	0823	0.6
13- Rm. 111	198B	03.20.17	0929	03.23.17	0825	0.6
14- Rm. 110	122B	03.20.17	0931	03.23.17	0826	0.6
15- Mail Room	7B	03.20.17	0943	03.23.17	0828	1.0
16- Social Studies Office	191B	03.20.17	0934	03.23.17	0827	0.7
17- Rm. 103	109B	03.20.17	0945	03.23.17	0829	0.7
18- Rm. 104	136B	03.20.17	0949	03.23.17	0830	0.6
19- Rm. 105	188B	03.20.17	0952	03.23.17	0831	ND<0.5
20- Rm. 106	182B	03.20.17	0954	03.23.17	0832	ND<0.5
21-Rm. 108	193B	03.20.17	0956	03.23.17	0834	ND<0.5

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
22-Rm. 212	4B	03.20.17	0958	03.23.17	0835	0.7
23- Front Office	184B	03.20.17	1007	03.23.17	0837	0.5
24- Office Manager	103B	03.20.17	1009	03.23.17	0838	ND<0.5
24a- Office Manager	124B	03.20.17	1010	03.23.17	0839	ND<0.5
25- Assistant Principal	200B	03.20.17	1012	03.23.17	0843	ND<0.5
26- Principal	112B	03.20.17	1014	03.23.17	0840	0.5
27- Assistant Principal (Green)	123B	03.20.17	1015	03.23.17	0842	ND<0.5
28- Assistant Principal	89B	03.20.17	1017	03.23.17	0844	0.5
29- Bookkeeper	2B	03.20.17	1019	03.23.17	0843	ND<0.5
30- Discipline	174B	03.20.17	1024	03.23.17	0845	ND<0.5
31- Counseling Office	106B	03.20.17	1026	03.23.17	0847	0.5
31a- Counseling Office	161B	03.20.17	1028	03.23.17	0848	0.5
32- Registrar	199B	03.20.17	1032	03.23.17	0849	ND<0.5
33- Counselor 1	120B	03.20.17	1034	03.23.17	0850	ND<0.5
34- Counselor 2	8B	03.20.17	1036	03.23.17	0852	0.6
35- Counselor 3	168B	03.20.17	1038	03.23.17	0853	ND<0.5
36- Counselor 4	125B	03.20.17	1040	03.23.17	0854	ND<0.5
37- Counselor 5	127B	03.20.17	1041	03.23.17	0855	0.5
38- Counselor 6	338B	03.20.17	1043	03.23.17	0856	ND<0.5
39- Drama Office	317B	03.20.17	1049	03.23.17	0859	0.7
40- Theater Rm. 321	2091	03.20.17	1052	03.23.17	0900	ND<0.5
40a- Theater Rm. 321	2088	03.20.17	1053	03.23.17	0901	0.5
41- Theater Rm. 321	234	03.20.17	1054	03.23.17	0902	ND<0.5
41a- Theater Rm. 321	3188	03.20.17	1055	03.23.17	0903	ND<0.5
42- Rm. 314	A-28	03.20.17	1057	03.23.17	0905	0.8
42a- Rm. 314	423	03.20.17	1058	03.23.17	0906	0.5
43- Rm. 313	2036	03.20.17	1101	03.23.17	0908	1.3
44- Stage Shop Rm.	3288	03.20.17	1110	03.23.17	0910	0.5
45- Men's Dressing (Drama)	2188	03.20.17	1113	03.23.17	0911	1.3
46- Women's Dressing (Drama)	1888	03.20.17	1115	03.23.17	0912	0.8
47- Rm. 731	380B	03.20.17	1119	03.23.17	0915	ND<0.5
48- Rm. 731 (Office)	576	03.20.17	1120	03.23.17	0916	ND<0.5
49- Rm. 728	644	03.20.17	1123	03.23.17	0917	ND<0.5
50- Rm. 735	1562	03.20.17	1151	03.23.17	0918	ND<0.5
51- Rm. 734	A-17	03.20.17	1152	03.23.17	0919	ND<0.5
52- Kitchen	3036	03.20.17	1125	03.23.17	0920	ND<0.5
52a- Kitchen	343	03.20.17	1127	03.23.17	0921	ND<0.5
53- Cafeteria	1282	03.20.17	1146	03.23.17	0926	ND<0.5
54- Cafeteria	2011	03.20.17	1147	03.23.17	0928	0.5
55- Student Forum	41B	03.20.17	1148	03.23.17	0927	0.5
56- Dexters Café	853	03.20.17	1150	03.23.17	0925	ND<0.5

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
57- Little Theater Rm. 711	462	03.20.17	1153	03.23.17	0928	0.5
57a- Little Theater Rm. 711	400B	03.20.17	1155	03.23.17	0929	0.5
58- Costume Shop	1242	03.20.17	1200	03.23.17	0931	ND<0.5
59- Custodial	3031	03.20.17	1203	03.23.17	0932	ND<0.5
60- Rm. 601	607	03.20.17	1205	03.23.17	0933	ND<0.5
61- Library Lab	2191	03.20.17	1236	03.23.17	0935	0.7
62- Rm. 603	480	03.20.17	1210	03.23.17	0937	ND<0.5
63- Rm. 604	14B	03.20.17	1212	03.23.17	0938	0.5
64- Rm. 605	1811	03.20.17	1215	03.23.17	0939	ND<0.5
65- Rm. 606	3233	03.20.17	1218	03.23.17	0940	ND<0.5
66- Rm. 607	354B	03.20.17	1221	03.23.17	0942	ND<0.5
67- Common	2196	03.20.17	1223	03.23.17	0943	0.5
68- Rm. 614	355	03.20.17	1225	03.23.17	0944	ND<0.5
68a- Rm. 614	3143	03.20.17	1226	03.23.17	0945	0.6
69- Rm. 613	2043	03.20.17	1230	03.23.17	0947	0.5
70- Special Ed Office	3168	03.20.17	1241	03.23.17	0951	0.5
71- Library	2100	03.20.17	1243	03.23.17	0955	0.5
71a- Library	113B	03.20.17	1244	03.23.17	0956	0.7
72- Library	115B	03.20.17	1247	03.23.17	0953	0.6
73- Rm. 624	175B	03.20.17	1250	03.23.17	0958	0.9
74- Rm. 625	158B	03.20.17	1253	03.23.17	1000	ND<0.5
75- Rm. 626	160B	03.20.17	1256	03.23.17	1002	ND<0.5
76- Rm. 630	119B	03.20.17	1259	03.23.17	1005	ND<0.5
77- Rm. 631	134B	03.20.17	1302	03.23.17	1007	0.5
78- Athletic Office	111B	03.20.17	1305	03.23.17	1010	0.5
78a- Athletic Office	172B	03.20.17	1306	03.23.17	1011	0.6
79- Athletic Office	171B	03.20.17	1307	03.23.17	1012	0.6
80- Weight Room	170B	03.20.17	1319	03.23.17	1025	0.5
81- Weight Room	152B	03.20.17	1320	03.23.17	1026	0.7
81a- Weight Room	155B	03.20.17	1322	03.23.17	1029	0.7
82- Aux Gym	159B	03.20.17	1411	03.23.17	1037	0.6
83- Aux Gym	180B	03.20.17	1412	03.23.17	1036	ND<0.5
84- Aux Gym*	143B	03.20.17	1415	03.23.17	--	--
85- Main Gym	186B	03.20.17	1336	03.23.17	1019	ND<0.5
86- Main Gym	165B	03.20.17	1337	03.23.17	1020	0.5
87- Main Gym	76B	03.20.17	1338	03.23.17	1021	0.5
88- Rm. 901	190B	03.20.17	1430	03.23.17	1052	0.5
89- Boys Lockers	137B	03.20.17	1420	03.23.17	1046	0.5
90- Boys Lockers	142B	03.20.17	1421	03.23.17	1047	0.6
91- Boys Lockers	117B	03.20.17	1425	03.23.17	1048	0.6
92- Boys Lockers	164B	03.20.17	1426	03.23.17	1049	0.6

Test Location	Canister #	Start Date	Start Time	Stop Date	Stop Time	Radon Concentration (pCi/l)
93- Boys Lockers	145B	03.20.17	1427	03.23.17	1050	0.8
94- Trainer Room	183B	03.20.17	1352	03.23.17	1031	0.7
95- Girls Lockers	149B	03.20.17	1356	03.23.17	1040	0.7
96- Girls Lockers	189B	03.20.17	1357	03.23.17	1041	0.9
97- Girls Lockers	179B	03.20.17	1358	03.23.17	1042	0.6
98- Girls Lockers	118B	03.20.17	1400	03.23.17	1043	1.0
99- Rm. 902	114B	03.20.17	1432	03.23.17	1054	0.6
100- Rm. 905	132B	03.20.17	1435	03.23.17	1055	0.6
101- Rm. 910	157B	03.20.17	1439	03.23.17	1057	0.8
102- Rm. 911	121B	03.20.17	1441	03.23.17	1059	0.7
103- Rm. 915	141B	03.20.17	1443	03.23.17	1100	0.7
104- Rm. 916	196B	03.20.17	1450	03.23.17	1103	ND<0.5
105- Rm. 918	126B	03.20.17	1455	03.23.17	1105	ND<0.5
106- Rm. 401	130B	03.20.17	1501	03.23.17	1107	ND<0.5
107- Rm. 407	133B	03.20.17	1503	03.23.17	1109	ND<0.5
108-Rm. 510	144B	03.20.17	1003	03.23.17	1107	2.2
109- Rm. 512	108B	03.20.17	1513	03.23.17	1125	1.2
110- Rm. 515	128B	03.20.17	1516	03.23.17	1116	0.8
111- Welding	187B	03.20.17	1525	03.23.17	1120	1.1
112- Robotics	140B	03.20.17	1528	03.23.17	1122	1.5
113- Football Lockers	194B	03.20.17	1325	03.23.17	1014	0.6
114- Football Office	166B	03.20.17	1327	03.23.17	1015	0.5
116- Choir Office (Rm. 313)	3133	03.20.17	1102	03.23.17	0909	1.4
117- Rm. 515	169B	03.20.17	1518	03.23.17	1117	0.8
118- Rm. 501	182B	03.20.17	1520	03.23.17	1118	1.1
119- Rm. 506	178B	03.20.17	1510	03.23.17	1112	0.7
119a- Rm. 506	107B	03.20.17	1511	03.23.17	1113	0.6
120- Kitchen (Office)	82	03.20.17	1128	03.23.17	0922	ND<0.5
Field Blank	1	03.20.17	--	03.23.17	--	ND<0.5
Field Blank	150B	03.20.17	--	03.23.17	--	ND<0.5
Field Blank	138B	03.20.17	--	03.23.17	--	ND<0.5
Field Blank	139B	03.20.17	--	03.23.17	--	ND<0.5
Field Blank	167B	03.20.17	--	03.23.17	--	ND<0.5
Field Blank	102B	03.20.17	--	03.23.17	--	ND<0.5

* Void

Results relate only to samples tested, as received by the laboratory.

This laboratory utilizes gamma scintillation spectroscopy to analyze activated charcoal (AC) canisters following USEPA Indoor Radon and Radon Decay Product Measurement Device Protocols, July 1992. The United States Environmental Protection Agency has set a CONTINUOUS EXPOSURE Action Level of 4 pCi/l as a guidance level at which further testing and/or remedial actions are indicated. Consult your testing laboratory or State Health Department for further information.

Analyzed by _____
Kathleen Williamson, Laboratory Manager

Reviewed by _____
Kathleen Williamson, Laboratory Manager
or other approved signatory

Date Issued: 03/29/17