

Ashland School Board
School Board Retreat 2
Wednesday, August 19, 2026 12:00 PM

District Office
885 Siskiyou Blvd
Ashland, Oregon 97520

Agenda

1. Call to Order / Roll Check

Presenter: Board Chair Russell Hatch

2. Review and Approve Agenda

Presenter: Board Chair Russell Hatch

3. State of the District 3

Presenter: Superintendent Joseph Hattrick

4. Budget Update 7

Presenter: Director of Business Services Sherry Ely

5. Board Training 8

Presenter: Board Secretary, Holly Rosser

6. Policy Review 11

Presenter: Superintendent Joseph Hattrick

7. Legislative Updates

Presenter: Superintendent Joseph Hattrick

8. Other

Presenter: Superintendent Joseph Hattrick

9. Adjourn

Presenter: Board Chair Russell Hatch

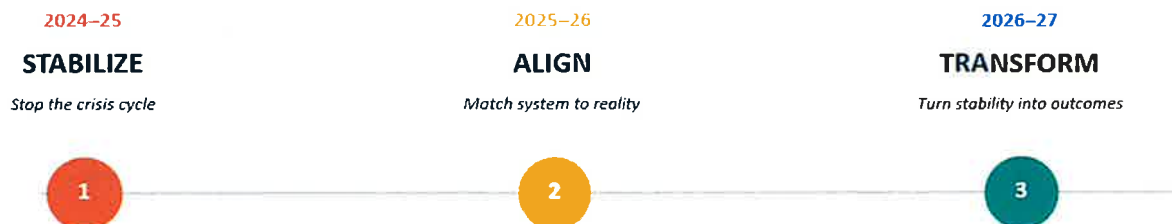
Superintendent's Vision for 2026-27

Vision: INSPIRING LEARNING FOR LIFE.

***Mission: Empowering students to be lifelong learners,
responsible citizens, and stewards of the world.***

Transformation = Better Student Outcomes + Sustainable Systems

Transformation commitment	What we are trying to accomplish	Evidence
Every Student Grows	Stronger core instruction and intervention	3rd ELA, 8th math, interim growth
Every Student Belongs	Students attend, engage and feel connected	K–2 attendance, K–12 attendance, gap closure
Every Student Is Prepared	Students leave ready for their next step	9th on-track, graduation, completion, local PGT
Our System Sustains the Mission	Resources support student outcomes over time	Enrollment, reserves, staffing/program alignment, facilities



Succinct 2026–27 vision

Every student is known, engaged, growing, and prepared for what comes next.

Supported by excellent instruction, equitable opportunity, sustainable systems, and a community that trusts the direction of its schools.



SB 141 is the scoreboard — not the strategy

State accountability should sharpen focus without shrinking the vision

Common Performance Growth Targets

K–2 attendance

K–12 attendance

3rd ELA

8th math

9th on-track

4-year graduation

5-year completion

Local metric

How to use it

Translate each metric into a district practice: instruction, engagement, transition supports, pathways, and responsive interventions.

Core principle

Improvement must show up for all students and reduce gaps for focal students each year.

2026–27 targets to watch

First-year evidence that transformation is becoming measurable student progress



Reading the dashboard

The first-year targets matter less as isolated numbers than as a discipline: interim evidence, disaggregated review, and timely response.

The board should ask:

What changed for students because adults changed the system?

The next chapter is not about changing the district for its own sake.

It is about changing the student experience — so more students attend, learn, belong, graduate, and leave prepared.

Stabilize → Align → Transform

2026–27: From Stability to Student Success

Ashland School District No. 5
ODE State School Fund Estimates
FYE June 30, 2027

Date	ADMr	ADMW	Hold Harmless ADMW	Amount	Budgeted SSF	Variance to Previous estimate
3.2.2026	2350	2782.72	2782.72	\$ 15,571,934.29	\$ 15,571,934.29	
				Less \$185,000 for Bus Replacement fund	\$ (185,000.00)	
				Less \$500,000 for Property Tax set aside	\$ (500,000.00)	
					<u>\$ 14,886,934.29</u>	
6.15.2026	2350	2771.32	2771.32	\$ 15,337,111.14		(\$234,823.15)

Net Gain/(Loss) **(\$234,823.15)**

In other State School Fund News:

Morgan Allen from COSA has indicated that the legislature will fund the 2729 Biennium at \$12.56 Billion which is a 10.6% increase over the 2527 Biennium. A new revenue forecast will be released on August 26th

SB 849 gave us a 1.68% decrease in our PERS rates for the 2729 Biennium; Morgan thinks that may be renewed - but that is still up in the air.
A 1.68% decrease saves us about \$350,000.

The Ed Stability Fund as a reserve of \$1.2 Billion that could be used to help shore up the State School Fund - historically, the legislature has been reluctant to use that reserve.

There is still talk of raising the SPED cap which is currently still at 11%. ODE currently gives marginal adjustments to districts that are over that cap.

We are also seeing an increase in SIA funding - about \$120,000 Also an increase in Early Literacy funding - about \$100,000 We also have a carry over in Title I funds of about \$100,000

3.2.2026	2627	2526
ADMr	2350	2400.59
EL	22	22.37
P&P	0	0
308 IEP Students	258.5	264.06
Student above 11%*	18.6	18.6
Poverty	73.76	75.35
Foster	1.75	1.75
	2724.61	2782.72

6.5.2026	2627	2526
ADMr	2350	2400.59
EL	22	22.37
P&P	0	0
308 IEP Students	258.5	264.06
Student above 11%*	7.2	7.2
Poverty	73.76	75.35
Foster	1.75	1.75
	2713.21	2771.32

Extended ADMW variance **(11.40)**
Total formula Revenue per Student \$11,944.00
(\$136,161.60)

*Per ODE - the drop in weights for Students above the 11% Cap is the way ODE calculates these weights.
The March estimate used 23.24 data; the June Estimate used 24.25 data.

“Say the Motion”

For clarity and good recordkeeping, when the Board reaches an action item, the record should clearly show exactly what a member proposed and exactly what the Board approved.

The problem with “so moved.” After several minutes of discussion, the chair may say, “Is there a motion?” and a member responds, “So moved.” But *what*, precisely, was moved? The answer might seem obvious in the room, but it may not be obvious from the recording or minutes later—particularly if the discussion included alternatives, amendments, dollar amounts, dates, or conditions.

The better practice: The member making the motion should state the complete motion aloud.

Instead of:

- Chair: “Is there a motion to approve the superintendent’s recommendation?”
Member: “So moved.”

Use:

- Chair: “Is there a motion?”
Member: “I move that the Board approve the superintendent’s recommendation as presented.”

For something more specific:

- “I move that the Board approve the 2026-27 contract with ABC Company in an amount not to exceed \$125,000.”

That gives everyone the same understanding of what is being decided.

A simple rule for Board members: **If your words will be followed by “second,” say the whole motion.**

A good motion answers: What exactly am I asking the Board to approve, adopt, authorize, reject, or direct?

The sequence then becomes:

- Motion → Second → Discussion → Vote → Chair announces result.

What the Chair can do

This doesn't have to become confrontational when someone says “so moved.” The chair can simply prompt:

- “Thank you. For clarity of the record, would you please state the full motion?”

Or even prevent the issue by introducing action items with:

- “The Board is now ready for action. Would a Board member please state a motion?”

Suggested Motion Language

When helpful, suggested motion language will be included with action items in the BoardBook agenda/packet. Board members may read the suggested language directly from BoardBook, modify it, or make a different motion. The important thing is that the motion being made is stated completely and clearly for the record.

Essential Motions for School Boards

MOTIONS	SECOND	DEBATE	AMEND	VOTE	NOTES	LANGUAGE
Main Motions (Listed in order of precedence)						
To adjourn	Not required under small group rules, including school boards. See chair speaking guide on next page.					
To recess or stand at ease	Yes	No	Yes	Majority	Allows board to take a break for a specified time, or just to step from the dais for a moment.	I move the board recess for X minutes. I move that the board stand at ease .
Call the previous question	Yes	No	No	2/3	Ends debate or discussion.	I move the previous question . I move to end debate and vote.
Limit or extend debate	Yes	No	Yes	2/3	Limits or extends the limits on the board's discussion on a motion.	I move that debate be limited to... I move that debate be extended...
Postpone	Yes	Yes	Yes	Majority	Allows board to consider matter at a later time. Often confused with a motion to table, which does not allow debate.	I move to postpone the motion to...
Amend	Yes	Yes	Yes	Majority	Modifies the wording of a motion.	I move to amend the motion by...
Main motion	Yes	Yes	Yes	Majority	Brings business before the board.	I move that... I move to...
Incidental Motions (Resolve as they arise)						
Point of order	No	No	No	None	Interrupts proceedings to enforce the rules. Chair renders a decision.	Point of order
Point of information	No	No	No	None	Request, directed to the chair, for information relevant to the business at hand.	Point of information
Appeal	Yes	Maybe	No	Majority		I appeal the decision of the chair.
Motions To Bring Something Before The Board Again						
Rescind/Amend previous decision	Yes	Yes	Yes	Majority	Cancels or changes a previous action of the board. Majority vote allowed for school boards.	I move to rescind/amend the action previously taken by the board ...
Reconsider a vote	Yes	Yes	No	Majority	Allows board to reconsider a vote made on the same day. Must be made by member on the winning side of previous vote.	I move to reconsider the vote of the board on...

School Board Chair Speaking Guide

Situation	Chair Can Say
Call to Order	<i>This meeting of the [District] School Board is called to order.</i>
Approve the Agenda	<i>The chair will entertain a motion to approve the agenda. Without objection, the board will proceed with the agenda as presented.</i>
Taking up an agenda item	<i>The next item on the agenda is... Does a member have a motion? First, we will hear a report from...</i>
Seeking unanimous consent	<i>Without objection... If there is no objection...</i>
Opening debate or discussion	<i>It has been moved and seconded that... Is there discussion?</i>
No second to a motion	<i>Since there is no second, the motion will not be considered.</i>
Ending debate or discussion	<i>Is there any further discussion? Is the board ready to vote?</i>
Voting	Voice Vote <i>All those in favor say "aye." (tally votes) All those opposed say "no." (tally votes) Do any members abstain? (tally abstentions)</i> Roll Call Vote Call on each member in turn: <i>Director Adams, what is your vote (tally vote)...</i> Announce Outcome <i>The ayes have it. The motion passes. The noes have it. The motion fails.</i>
Process Point of Order	Member says, "Point of order." Chair recognizes member by saying, "What is your point?" Member explains the issue. If member struggles to be clear, the chair may ask, "What rule has been broken?" Chair may say, "The point is well taken." Then should follow up with the expectation of the board. Chair may say, "The point is not well taken. We will move on..."
Process a Point of Information	Member says, "Point of information." Chair recognizes member by saying, "What is your question?" Member states the question. Chair can respond three ways: 1) Respond yourself, 2) Ask someone else to respond, or 3) Say, "We will get back to you later." If Point of Information is being abused the chair can ask, "What information does the member need in order to decide how to vote?"
Member dominating the meeting	<i>No one may speak a second time until everyone who wishes to do so has spoken once. Does anyone wish to speak on this topic?</i>
When comments are not germane	<i>Members will kindly keep their remarks strictly to the topic at hand.</i>
If people are whispering	<i>Members will kindly refrain from sidebar conversations.</i>
Adjournment	<i>Seeing that there is no further business, this meeting is adjourned.</i>

This table is inspired by a similar reference chart by Jurassic Parliament. jurassicparliament.com

Ashland School District 5

Code: KL-AR(1)
Revised/Reviewed: 6/12/17, **date**

Public Complaint Procedure

A parent or guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator: Step One

If the concerns cannot be resolved informally with the individuals directly involved, the complainant may file a written, signed complaint clearly stating the nature of the complaint and a suggested remedy with the building or District-level administrator. Complainants are strongly encouraged to use the complaint form attached to this AR, and must provide the information listed on that form. A written complaint commences the formal complaint process. The administrator shall evaluate the complaint and shall attempt to resolve the complaint. The administrator can also refer the parties to an alternative resolution process and other supports, if appropriate. If the complaint cannot be resolved, the administrator shall investigate the complaint and provide a written response within no more than 20 working days after receiving the complaint. The written response shall provide information about how to appeal to Step Two.

If the complainant is not satisfied with the Step One result and wishes to pursue the complaint, the complainant shall file a signed, written appeal with the superintendent within 10 working days after receipt of the written response of the administrator. The complainant should submit the original written complaint, the written response, and any additional information the complainant believes is relevant. Complainants are strongly encouraged to use the appeal form attached to this AR, and must provide the information listed on that form.

The Superintendent: Step Two

If a complaint is appealed to Step Two, the superintendent or designee shall review the information from Step One. The superintendent or designee shall evaluate the appeal and may confer with the complainant and the parties involved in order to attempt to resolve the complaint. The superintendent or designee can also refer the parties to an alternative resolution process and other supports, if appropriate. If the complaint cannot be resolved, the superintendent or designee may, but is not required to, conduct additional investigation. The superintendent or designee will prepare a written determination that shall address each of the allegations in the complaint and include the superintendent or designee's decisions and reasons for the decisions. In general, a written report will determine, based on a preponderance of the evidence standard, whether there was a violation of district policy related to each specific allegation. The report shall be provided to the complainant within 30 working days after receiving the written appeal.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within 10 working days of receiving the superintendent's decision. The Board delegates to the Chair and Vice Chair the authority to determine whether to accept the appeal. It is not the role of the Board to substitute its judgement for the judgement of the superintendent and the superintendent's staff regarding operational matters that fall within the responsibility of the superintendent. In determining whether to accept an appeal, the Board will generally consider (1) whether the underlying issue is

primarily within the responsibility of the superintendent, and (2) whether the complainant received the process required under KL-AR. The Chair and Vice Chair may also apply additional standards in determining whether to accept the appeal, and may seek legal advice. If the Chair and Vice Chair decide to accept the appeal, the Chair and Vice Chair will also determine the process for considering the appeal. Options include may include, but are not limited to, holding a hearing, requesting additional information, hiring an independent investigator, or adopting the superintendent's decision as the district's final decision. The Chair will ensure that the full Board is notified of the appeal and the decision of the Chair and Vice Chair as to whether to accept the appeal. If the Chair and Vice Chair decide not to accept the appeal, the superintendent's decision in Step Two is final. The complainant will be notified in writing of the decision whether or not to accept the appeal.

If the Chair and Vice Chair determine that the appeal should be accepted, the Board will consider the appeal according to the process determined by the Chair and Vice Chair. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board may seek legal advice and meet in executive session if the subject matter qualifies under Oregon law. The Board will vote on the outcome of the appeal. The complainant will be notified of the outcome of the appeal within 30 days from the date of the appeal to the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the superintendent shall be filed with the Board chair. The Board chair shall present the complaint to the Board and inform the superintendent of the complaint. The Board chair will consult with the vice-chair and legal counsel regarding complaints against the superintendent and make a decision regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board chair will inform the full Board of the process, including the status of any investigation. Within 90 calendar days of receipt of the complaint, the board will decide in open session what action, if any, is warranted, and the Board's decision will be communicated to the complainant in writing. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision. The Board may review the matter in executive session if permitted under the Oregon Public Meetings Law.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. The Board chair will consult with the vice-chair and legal counsel regarding the complaint and make a recommendation regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board chair will inform the full Board of the recommended process, including the status of any investigation. When the investigation is complete, the results will be presented to the Board. Within 90 calendar days of receipt of the complaint, the Board will decide in

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

open session what action, if any, is warranted, and the decision will be communicated to the complainant in writing. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. The Board vice chair shall consult with legal counsel regarding the complaint and make a recommendation regarding the process for responding to the complaint, including whether to attempt informal resolution and whether to conduct a third-party investigation. The Board vice chair will inform the Board of the recommended process, including the status of any investigation. When the investigation is complete, the results will be presented to the Board. Within 90 calendar days of receipt of the complaint, the Board will decide in open session what action, if any, is warranted, and the decision will be communicated to the complainant in writing. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision.

Complaints involving allegations of misconduct by a specific district staff member will be processed in accordance with Human Resources procedures. Additionally, complaints regarding licensed or classified staff will be processed in accordance with applicable collective bargaining agreements. Complainants should be aware that the collective bargaining agreements and other considerations place limits on the processing of anonymous complaints. Complainants should be aware that employees are entitled to certain confidentiality rights under state and federal law, as well as applicable collective bargaining agreements. Taking into account these confidentiality protections, complainants will be notified of the outcome of complaints against employees to the extent permitted by law, district policy and practice, and applicable collective bargaining agreements.

From time-to-time Board members may receive complaints from community members, groups or staff by email or other means. Board members shall refer complainants to the Superintendent.

Charter Schools of which the District Board is a Sponsor

The district Board, through its charter agreement with charters schools sponsored by the district, will not review an appeal of a decision reached by the board of a charter school on any complaint, including but not limited to those alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the board of charter school as the district Board's final decision.

Ashland School District

COMPLAINT FORM

To: ☐ Employee* ☐ Administrator/Supervisor* ☐ Superintendent ☐ Board chair ☐ Board vice chair

* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Ashland School District 5

Code: **KL**
Adopted: 8/09/04
Readopted: 6/12/17, date
Orig. Code(s): KL

Public Complaints

The district will develop and implement effective means of resolving complaints voiced by employees, students, parents of a student who attends school in the district or persons who reside in the district and will use recognized channels of communication.

The Board advises that the process for resolving a complaint as follows:

1. Teacher/Employee;
2. Principal/Supervisor;
3. Superintendent/Designee;
4. Board.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

If a complaint addresses one or more of the issues identified below, a complainant should use the complaint process available in any of the following policies and administrative regulations (AR):

1. Discrimination or harassment on a basis protected by law: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR(1), JBA/GBN-AR(2);
5. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
6. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
7. Sexual conduct with a student (staff): Board policy GBNA/JHFF, GBNA/JHFF-AR;
8. Sexual conduct with a student (student): Board policy JHFF/GBNA, JHFF/GBNA-AR;
9. Instructional resources or instructional materials: Board policy IIA, IIA-AR;
10. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBA; IGBBA-AR

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be reported to the superintendent.

Complaints against the principal should be filed with the superintendent. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate, established by administrative regulation KL-AR(1) – Public Complaint Procedure.

If a complainant, who is a parent or guardian of a student who attends school in the district, a student, or a person who resides in the district, alleges a violation of Oregon Administrative Rule (OAR), Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS. 659.852 (Retaliation) and the complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

Charter Schools of which the District Board is a Sponsor

The district Board, through its charter agreement with charter schools sponsored by the district, will not review an appeal of a decision reached by the Board of the of a charter school on a complaint alleging a

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of a charter school as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.107](#)

[ORS 659.852](#)

[OAR 581-002-0001 – 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Ashland School District 5

Code: KL-AR(2)
Revised/Reviewed: 9/12/22

Appeal to the Deputy Superintendent of Public Instruction

An appeal process has been established by the Oregon Department of Education (ODE) by Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023¹ for complaints that allege violation of OAR Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 – 339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation).

The complainant may appeal the district's final decision for a complaint to the Deputy Superintendent of Public Instruction if:

1. The complainant has exhausted the district's complaint procedures except as otherwise allowed by statute;
2. The district failed to render a written decision within 30 days of the submission of the complaint at any step unless the district and complainant have agreed in writing to a longer time period for that step; or
3. The district failed to resolve the complaint within 90 days of the initial filing of the complaint, regardless of the number of steps in the district complaint process, unless the district and the complainant have agreed in writing to a longer time period.

The appeal may include a complaint alleging a violation of ORS 659.852 if the complainant alleges that retaliation occurred in response to a complaint for which the complainant received the district's final decision for a complaint.

The appeal must be received by ODE no later than:

1. One year after the date of the final decision by the district; or
2. If the district fails to resolve the complaint, no later than two years after the date on which the complainant first filed the complaint with the district.

The complaint upon which the appeal is based must have been initially filed with the district by the later of the following two dates:

1. The date occurring two years after the date on which the alleged violation or unlawful incident occurred or on which the complainant discovered the alleged violation or unlawful incident²; or

¹ The following is not a representation of the complete rules. See complete rules available on the Oregon Administrative Rules.

² If the alleged violation or unlawful incident is of a continuing nature, the date on which the alleged violation or unlawful incident occurred is the most recent date on which the alleged violation or unlawful incident occurred.

2. The date occurring one year after the date on which the affected student graduated from, moved away from or otherwise left the district.

The appeal shall:

1. Be in writing;
2. Be submitted in person, by mail, or electronically.

The appeal must contain:

1. The name of the person filing the appeal;
2. The phone number, address, or email address, if available, of the person filing the appeal;
3. The name of the student if the person filing the appeal is filing on behalf of the student;
4. A statement of the facts on which the appeal is based; and
5. Other information requested by ODE.

Upon receipt of an appeal, ODE will determine whether the appeal satisfies the requirements of OAR 581-002-0003 and OAR 581-002-0005.

After these determinations, ODE will give written notice to the complainant and the district whether the appeal has been accepted.

If ODE has accepted an appeal and gave notice to the complainant and the district involved, the district shall submit a written response and all correspondence, documents, and other information ODE requested within 30 days of receipt of the notice.

The district's written response shall include:

1. A statement of facts;
2. A description of district action taken in response to the complaint; or if none was taken, an explanation of the reason(s) why no action was taken;
3. Any stipulation reached concerning settlement of the complaint; and
4. A list of any complaints filed with another agency by the complainant concerning the subject of the appeal to the extent that the district is aware of such complaints.

The Director of ODE may for good cause extend the time by which a district must make a submission described above.

Upon receipt of the district's written response, ODE will conduct an investigation to determine whether the district violated a rule or law described in OAR 581-002-0003.

ODE shall issue a final order pursuant to OAR 581-002-0017.



CONTENTS

80th Annual Convention

Nov. 12-14, 2026
Portland Marriott
Downtown
Waterfront, Portland,
OR

KNA – Immigration Enforcement on District Property, Required, *New*
KNA-AR(1) – Interactions with Immigration Enforcement, Highly Recommended, *New*
KNA-AR(2) – Federal Immigration Enforcement Request Log, Optional, *New*

IMMIGRATION ENFORCEMENT

Summary

In 2026, the Oregon Legislature adopted three bills related to federal immigration enforcement in schools: Senate Bill (SB) 1538, SB 1594, and House Bill (HB) 4079). These new laws require the Oregon Attorney General's (AG) Office to publish model policies related to immigration enforcement in schools, which are available [here](#). Districts must provide these model AG policies to employees, and must adopt a policy that is consistent the AG model policies by September 30, 2026.

The district-adopted policy must:

- Designate an individual to be the primary contact for immigration enforcement;
- Include requirements for notifying students, parents, staff and the community when federal immigration officials are confirmed to be on district property for enforcement purposes;
- Include training requirements for designated individuals;
- Be included in the student handbook and in culturally appropriate languages on the district's website; and
- Include any other requirements provided by law.

OSBA is releasing a new sample policy to help meet these requirements and two new administrative regulations to assist in the implementation of this policy.

Collective Bargaining Impact

None

Local District Responsibility

Review the policy and administrative regulations listed below and adopt a policy by September 30, 2026.

Policy Update is a
subscription publication
of the Oregon School
Boards Association

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If you have questions
regarding this publication
or OSBA, please call
our offices:
503-588-2800 or 800-578-6722

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district's legal counsel.

Policy(ies) and ARs Impacted by these Revisions

KNA – Immigration Enforcement on District Property, Required, *New*

KNA-AR(1) – Interactions with Immigration Enforcement, Highly Recommended, *New*

KNA-AR(2) – Federal Immigration Enforcement Request Log, Optional, *New*

ABOUT *POLICY UPDATE*

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

OSBA Model Sample Policy

Ashland School District

Code: KNA
Adopted: date

Immigration Enforcement on District Property

{House Bill 4079 (2026) requires districts to “adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement.” This policy must be “consistent with applicable model policies published by the Attorney General as provided by ORS 180.810.”}

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805, and ORS 181.826, and this policy, and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. {Absent a judicially authorized subpoena, warrant or court order, district staff must not allow federal immigration authorities access to the district’s records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. Examples of judicial and administrative warrants and subpoenas can be found in the Oregon Attorney General’s Model Public School Policies.¹ The superintendent or designee must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.}

This policy will be made available in the student handbook and on the district’s website². {The district will ensure a copy of the Oregon Attorney General’s Model Public School Policies³ and this policy and accompanying administrative regulations are provided to staff.}

Designation of Primary Point of Contact

The ~~{position Superintendent}{⁴}~~ is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district (“immigration liaison”~~{⁵}~~). The ~~{alternate position Assistant Superintendent or Executive Director of Operations}~~ shall serve as an alternative point of contact during the immigration liaison’s absence or unavailability (“alternate immigration liaison”).

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

² Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board. {The district is encouraged to evaluate language needs in the district in order to effectively communicate with all parents and guardians.}

³ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

⁴ ~~{House Bill 4079 (2026) requires the policy to “identify at least one administrator” for this purpose. The Board should consider whether a single administrator is sufficient for the district, or whether multiple administrators should be designated.}~~

⁵ ~~{The district can choose any title to use for this individual and should use it throughout this policy.}~~

The immigration liaison's responsibilities include:

1. Serving as the district's representative during encounters with federal immigration authorities;
2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;
3. Ensuring federal immigration authorities engaging in enforcement activities at the district have notice of relevant district policies: JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information, JOB – Personally Identifiable Information and this policy;
4. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;
5. Reviewing and responding to requests from federal immigration authorities, in coordination with, and under the direction of, the superintendent or designee;
6. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;
7. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the immigration liaison shall confirm whether federal immigration authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Notice must be provided to:
 - a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades [7] and above;
 - b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
 - c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
 - d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting ~~the immigration liaison at the district office, the Superintendent's Office, through the Executive Assistant to the Superintendent~~.
2. Notice must include:
 - a. The general location of the federal immigration authority; and

- b. Whether classes or school operations were affected by the presence of the federal immigration authority. ~~{Districts may include resources available to those impacted by immigration enforcement actions.}~~

3. Notice must not disclose:

- a. Personally identifiable information;
- b. Other information that may not be legally disclosed; or
- c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using ~~{insert communication methods the district will use}~~ existing methods used for providing electronic communications email and ASD's electronic communication system.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent ~~of~~ or guardian of a student, when the district has provided information related to the student to a federal immigration authority.

~~{~~Confidentiality of School Records

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;
2. Workplace or hours of work;
3. School or school hours;
4. Contact information, including telephone number, electronic mail address or social media account information;
5. Known associates or relatives; and
6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information⁶ that the district collects, unless one of the following exceptions applies:

⁶ Citizenship or immigration status or country of birth information is any information concerning:

1. Where a person was born; or
2. Whether a person is a citizen of the United States; or
3. Whether a person has lawful authority to be present in the United States.

1. The disclosure is required by state or federal law (other than federal immigration law);
2. The disclosure is required by a judicially authorized warrant, order, or subpoena;
3. The information being shared with a person concerns only that person or their dependents; or
4. The information is aggregated and not personally identifiable.

In addition to the prohibitions described above, federal and state laws make records and information related to students confidential and permit disclosure only in limited circumstances. The district's policies with respect to student records can be found in Board policies JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information and JOB – Personally Identifiable Information. To ensure compliance with applicable federal and state law, the district's staff shall not disclose any school records or information to federal immigration authorities except as provided in these policies.

Staff must also maintain the confidentiality of school records and other information about students, staff, and volunteers when communicating with other students, parents, or community members about immigration enforcement activities involving students, staff, or volunteers of the district or occurring on district property. Staff should direct anyone with questions about immigration enforcement activities occurring on district property to the immigration liaison.†

Training

The district will provide the immigration liaison and alternate immigration liaison with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and
2. The training must be provided at the time of designation and at least once every two years thereafter.

†{7} Upon the adoption of this policy and not less than once every two years thereafter, the district will provide training to all current district staff of one hour or more regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts. The district will provide the required training to all new staff within 30 days of beginning employment.†

END OF POLICY

Legal Reference(s):

[ORS 180.810](#)
[ORS 180.805](#)
[ORS 181.826](#)
[OAR 581-021](#)-0371

⁷ {This language is included in the Attorney General's *K12 School Model Policy*. House Bill (HB) 4079 (2026) requires that districts adopt policies that are "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

[Oregon Attorney General's K12 School Model Policy](#)

Senate Bill 1538 (2026).

Senate Bill 1594 (2026).

House Bill 4079 (2026).

PROPOSED

OSBA Model Sample Administrative Regulation

Ashland School District

Code: KNA-AR(1)
Revised/Reviewed: date

Interactions with Immigration Enforcement

The ~~position~~ Superintendent is designated as the “immigration liaison.”

1. Staff ~~[, contractors and volunteers]~~ shall adhere to all district policies when interacting with federal immigration authorities and the following administrative regulations:
 - a. Unless expressly authorized by the superintendent or designee, or by the immigration liaison/alternate immigration liaison on behalf of the superintendent or designee, staff shall not:
 - (1) Provide federal immigration authorities with records or information about students, staff, or volunteers;
 - (2) Confirm whether a student, staff member, or volunteer is present or make the student, staff member, or volunteer available;
 - (3) Allow access to non-public areas of the district’s facilities or property;
 - (4) Sign documents presented by federal immigration authorities; or
 - (5) Give consent to any immigration enforcement action.
 - b. Staff may not interfere with lawful immigration enforcement actions or physically obstruct federal immigration authorities in any manner. However, staff should immediately report to the immigration liaison if they observe any conduct or enforcement activities by federal immigration authorities that violate state or federal law, or district policies, or that otherwise present a security threat or potential danger to students, staff, volunteers, or visitors.
 - c. Staff who receive a request related to immigration enforcement must immediately notify the immigration liaison. The immigration liaison is responsible for interacting with the federal immigration authorities until the matter is concluded or the federal immigration authorities have been referred to the superintendent or designee.
 - d. The immigration liaison or alternate immigration liaison should meet the federal immigration authorities at the school door, District Office (885 Siskiyou Blvd., Ashland, OR 97520), or other area designated by the superintendent or designee for this purpose.
 - e. The immigration liaison shall provide federal immigration authorities with a copy of this policy and explain that school staff are required to follow these steps in this policy. The immigration liaison should inform the immigration authorities that school staff must contact the office of the superintendent or designee for guidance before providing access to school facilities, records, or other information.
 - f. The immigration liaison should direct another staff member to contact the superintendent or designee while the immigration liaison remains with the federal immigration authorities.
 - g. The immigration liaison must document the request from federal immigration authorities to the fullest extent possible under the circumstances. At a minimum, the documentation shall include the following information, if available:
 - (1) The name, badge number, and agency of the law enforcement officer making the request;

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- (2) The number of officers present;
 - (3) Time, date, and location of the request;
 - (4) The nature of the request;
 - (5) The source of authority for the request, including whether the request is administratively or judicially authorized;
 - (6) Whether the request requires an immediate response;
 - (7) The identification of witnesses present; and
 - (8) How the encounter concluded.
- h. The immigration liaison shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the superintendent or designee, along with other information documented pursuant to this policy. The superintendent or designee must approve any response to a law enforcement request related to immigration enforcement as provided in Section 3 of this administrative regulation.

2. Determination of Validity of Judicial Warrant, Subpoena or Order

- a. If presented with a warrant, subpoena or order by federal immigration authorities, the immigration liaison shall verify the validity of the warrant, subpoena or order by determining whether the warrant, subpoena or order is judicially authorized. An administrative warrant, subpoena, order or other legal process that has not been authorized by a judicial officer does not authorize the district to provide law enforcement with access to records or information, or facilities for purposes of immigration enforcement.

A judicially authorized warrant, subpoena or order contains the following key features:

- (1) A caption, near the top of the document, identifying the court that issued the order (typically the federal district court for the District of Oregon);
- (2) A signature block, near the end of the document, including the name of the person who signed the order, and identifying that individual as a judge, magistrate, clerk of court, or other person signing on behalf of a judge or magistrate, and the date of the signature; and
- (3) An indication that the warrant, subpoena or order has not expired.

Examples of warrants and subpoenas are available in the Attorney General's model policies¹.

- b. The immigration liaison shall notify the superintendent or designee of the warrant, subpoena or order and whether the warrant, subpoena or order appears on its face to be judicially authorized.
- c. The immigration liaison should request a copy of the warrant, subpoena or order and transmit a copy of the warrant, subpoena or order for review by the superintendent or designee, or legal counsel.
- d. The superintendent or designee shall make the final determination regarding the validity of any warrant, subpoena or order and whether, and to what extent, federal immigration will have access to district records or information, or facilities. If the superintendent or designee is uncertain as to the validity or scope of the warrant, subpoena or order, the superintendent or

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

- a. The immigration liaison shall notify the superintendent or designee of a request related to immigration enforcement prior to responding to the request. The superintendent or designee will only honor requests from immigration enforcement officers or other agencies enforcing federal immigration laws if the request is judicially authorized. If the superintendent or designee is uncertain as to the lawfulness or scope of the request, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization prior to approving a response.
- b. If the superintendent or designee determines that a response is not authorized by a judicial subpoena issued as part of a court proceeding or by another compulsory court-issued legal process, such as a warrant, the superintendent or designee shall direct the immigration liaison to decline the request.

Upon direction of the superintendent or designee, the immigration liaison shall decline the request, refer the federal immigration enforcement authorities to the superintendent or designee, and request that they leave the premises.

The immigration liaison shall ensure that the information documented pursuant to this administrative regulation is submitted to the Oregon Criminal Justice Commission as provided in ORS 181A.826.

- c. If the request is accompanied by a subpoena, warrant or order that appears on its face to be judicially authorized, the superintendent or designee must review and approve the immigration liaison of district's response to the request.

The superintendent or designee shall ensure that the district's response provides no greater access to records or information, or facilities, than that required by the subpoena, warrant or order.

- d. If the request involves a warrant that appears to be valid and authorizes the arrest of a particular person, the superintendent shall direct the immigration liaison to request that the arrest be conducted in a manner that is the least disruptive to the school environment and to the person's wellbeing, which may include bringing the arrestee to the federal immigration authorities.

4. School-Sponsored Events

If federal immigration authorities appear at a school-sponsored event open to the general public (e.g., field trip, athletic event, band event), staff should document their observations, notify the immigration liaison and follow any guidance provided by the immigration liaison. When alerted to the presence of federal immigration authorities at a school-sponsored event, the immigration liaison shall notify the superintendent or designee.]

5. School Transportation/Buses

If federal immigration authorities request to board a school bus or other vehicle transportation, the driver should ask them to wait outside the bus/vehicle, close the doors, and immediately call the immigration liaison and follow any guidance provided by the immigration liaison. The immigration liaison shall notify the superintendent or designee and coordinate an approved response as outlined in this policy.

6. Volunteers

The district will determine which volunteers need to receive training or materials regarding this administrative regulation.

PROPOSED

OSBA Model Sample Administrative Regulation **Ashland School District**

Code: KNA-AR(2)
Revised/Reviewed: date

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

Officer name: _____ Badge #: _____

Agency: _____

Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

- | | |
|---|---|
| ☐ Request to enter school property | ☐ Request to access school facilities or buildings |
| ☐ Request to interview a student | ☐ Request to interview staff member |
| ☐ Request to locate a student | ☐ Request to obtain student records |
| ☐ Request to detain or take custody of an individual | |
| ☐ Other (describe): _____ | |

5. Source of Authority for the request

Authority cited by officer(s):

- | | |
|---|--|
| ☐ Administrative Warrant | ☐ Administrative Subpoena |
| ☐ Judicial Warrant | ☐ Judicial Subpoena |
| ☐ Court Order | ☐ Other Authority (describe): _____ |

Document Presented? ☐ Yes ☐ No

If yes, identify the document and any identifying numbers: _____

Copy obtained? ☐ Yes ☐ No

6. Does the request require an immediate response? ☐ Yes ☐ No

Superintendent or Designee Review and Approval

8/26 | SL

Federal Immigration Enforcement Request Log – KNA-AR(2)

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent

☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes

☐ No

☐ Additional Legal Review Required

☐ Pending Further Information

Witnesses Present

Name	Title or Role	Contact Information
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Name	Title or Role	Contact Information
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Name	Title or Role	Contact Information
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How the Encounter Concluded

☐ Access to school property granted

☐ Referred to School Administrator

☐ Access denied pending legal review

☐ Officers left without further action

☐ Referred to Superintendent or Designee

☐ Other (describe): _____

Detailed summary of outcome:

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Additional notes:

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Follow-Up Actions

- ☐ Legal counsel notified
- ☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
- ☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____