



**2020-21 Board of Directors**

**Board Chair, Alisha Oliver      Board Vice-Chair, Laura Wipper**

**Board Members:** Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

**Student Representatives to the Board, Tayven Whieldon & Sarah Wolf**

**Superintendent, Andy Gardner**

**Assoc. Superintendent, Dave Bolin**

**Business Director, Jane Nofziger**

**Human Resources Director, Debi Brazelton**

**Superintendent/School Board Executive Assistant, Tonia Whisman**

**Regular Session**

**Thursday, June 17, 2021 ~ 6:00 PM**

**NSSD District Office/Santiam Room**

**1155 N 3rd Ave**

**Stayton, OR 97383**

**NSSD VISION**

*We change kids' lives through a commitment to excellence, integrity, equity, and community engagement*

**NSSD MISSION STATEMENT**

*Ensure students reach their highest academic and vocational potential and develop into productive citizens*

**NSSD GUIDING PRINCIPLE**

*Do what is best for all kids*

**BOARD GOALS**

- 1) Offer the most comprehensive program possible for students and the appropriate staffing to support our commitment to doing what is best for all kids
- 2) Celebrate the successes of the District and community
- 3) Routinely monitor the effectiveness of District programs and services in order to better serve all kids
- 4) Build and sustain dynamic relationships with stakeholders of the District through proactive communication exchanges

## 1. CALL REGULAR SESSION TO ORDER

**Description:** *The Regular Session of the North Santiam School District's Board of Directors is called to order at 6:00 pm in the Santiam Meeting Room at the District office. It is an open meeting of the Board and the public is allowed to observe. Mask requirements are in effect for those not fully vaccinated. Those who wish to attend the meeting without a mask must provide proof of being fully vaccinated upon entering the Santiam Room.*

*On the agenda is a place for public comment. Those in attendance that wish to address the Board during this time must complete a public comment request available via the link PUBLIC COMMENT CARD prior to this point in the agenda. Comment cards are also available in person in the District Office but must be completed prior to 4:00 pm on the day of the meeting. Speakers may offer objective criticism of school operations and programs however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks that anyone wishing to communicate a complaint of this manner follow the proper administrative process in Board policy KL (Public Complaints). This information is available on the District website.*

The meeting is also available for viewing at the following Zoom link. Those wishing to address the Board during public comment should plan to attend the meeting in person.

Join Zoom Meeting

[https://nsantiam-k12-or-](https://nsantiam-k12-or-us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVVCUmZpN1RzU3JLWUpXUT09)

[us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVVCUmZpN1RzU3JLWUpXUT09](https://nsantiam-k12-or-us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVVCUmZpN1RzU3JLWUpXUT09)

Meeting ID: 817 9312 3518 Passcode: 023133

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: MIKE WAGNER

PLEDGE OF ALLEGIANCE: MIKE WAGNER

## 2. APPROVAL OF THE AGENDA

**Description:** Any changes to the agenda after posting on June 11, 2021 are noted below:

### Added Attachments-

- 5.2-June General Fund Financials 20.21
- 7.3- CBA Policies & edits by Laura Wipper

### Removed Agenda Items-

- 7.2-Appropriation Transfer 061721F \*\*added back during Agenda Approval (removed in error)

### Added Agenda Items-

- 5.2.1-Food Services Report
- 7.3-Policy Update: CBA- Qualities & Duties of Supt

## **RECOMMENDED MOTION-AGENDA APPROVAL**

***Motion that the Board approves the meeting agenda as modified.***

**Motion Made By:**

**Vote:**

## 3. SPOTLIGHT

**Description:** This item is set aside for informational presentations that are not recurring agenda items. This may include guest speakers and highlights on schools or programs in the District.

1. **NSSD Board Awards**

**Presenter:** Tass Morrison

**Description:** Community Engagement Chair Tass Morrison will help present the following NSSD Board awards:

Community Partnership Award: Dorothy Loftin

Santiam Award: Mya Joyce

(Mya has a scheduling conflict and will not be present)

4. **PUBLIC COMMENT**

**Description:** *The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board’s role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts in a respectful way. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair may direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the entrance of the room and on the District's website. Anyone who has filled out a public comment card is now asked to step forward and state their name and address. Please note that speakers will have three minutes to express their thoughts.*

5. **REPORTS**

1. **Superintendent's Report**

**Presenter:** Andy Gardner

2. **Business Director's Report**

8

**Presenter:** Jane Nofziger

1. **Food Services Report**

**Presenter:** Mike Vetter

3. **Student Success Act**

**Presenter:** Dave Bolin, Assoc. Superintendent

**Description:** Assoc. Superintendent Dave Bolin will give the Student Success Act monthly update which typically includes activities and expenditures.

4. **Community Engagement Committee Report**

10

**Presenter:** Tass Morrison

**Description:** The Community Engagement Committee is a sub-committee of the NSSD Board of Directors made up of NSSD staff and two board members. Tass Morrison is the committee chair and Alisha Oliver is a member of the committee. The committee meets monthly and this item is for a monthly report of meeting minutes.

6. **CONSENT AGENDA**

**Description:** *In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.*

1. *Approval of Meeting Minutes* 12

**Description:** The minutes from the previous month's meetings are submitted for Board review and approval.

2. *Licensed Staff Changes* 23

**Presenter:** Debi Brazelton, HR Director

**Description:** School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Any changes in Licensed staff since the last board meeting are listed below. Only new hires require board approval; building transfers, resignations and retirements are for information only.

**New Hires (Board Action Required)**

Uli Sparks - Sublimity, Dean of Students

Stella McCahill - SMS, 6th grade teacher

**Resignations**

Britney Shelton - SHS SPED (will still teach summer school)

Lars Schindler - Sublimity middle school teacher

**Retirements**

**n/a**

3. *Board Policy Updates/Second Reading* 24

**Description:** The following policy edits were recommended from OSBA as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading at the May 20, 2021 meeting and are now brought for second readings and possible approval.

IIBGA-Electronic Communications System

IIBGA-AR-Electronic Communications System

INDB-Flag Displays and Salutes

JBA/GBN- Sexual Harassment

JBA/GBN-AR1-Sexual Harassment Complaint Procedure

JBA/GBN-AR2-Title IX Sexual Harassment Complaint Procedure

JGA-Corporal Punishment

4. *Action on Consent Agenda*

**Description: RECOMMENDED MOTION-CONSENT AGENDA**

***Motion that the Board approve the Consent Agenda including; 7.1 -Minutes from the 5/20/21 Regular Session and 05/26/21 Special Session, 7.2 -New hires Uli Sparks and Stella McCahill and 7.3 Board Policy Updates to IIBGA, INDB, JBA-GBN and JGA.***

***(Updates to policies identified as "AR"s do not require board approval)***

**Motion Made By:**

**Vote:**

7. **NEW BUSINESS**

1. **Adoption of NSSD 2021-22 Budget** 57

**Presenter:** Jane Nofziger

**Description:** Business Director Jane Nofziger will be reviewing the budget information and motions during the NSSD Budget Hearing (5:30 pm) that precedes this Regular Session. Meeting minutes from the June 3, 2021 Budget Committee meeting as well as the budget message power point presentation are included in the materials for that meeting and are available by copying and pasting this link:

The Budget Committee voted on June 3, 2021 to approve the 2021-22 budget and it is now presented to the Board of Directors to be adopted.

#### **RECOMMENDED MOTION-ADOPTION OF THE 2021-22 BUDGET**

*Motion that the Board approves Resolutions No. 061721A- Adopting the 2021-2022 Budget in the amount of \$62,284,330; No. 061721B- Making Appropriations; No. 061721C-Imposing the Tax Rate; No 061721D- Categorizing the Tax; and GASB Resolution No 061721E to make designations for 2020-21 ending fund balances and revenues for specific uses in 2021-22.*

**Motion Made By:**

**Vote:**

#### **2. 2020-21 Appropriation Transfer Resolution 061721F**

**59**

**Description:** Business Director Jane Nofziger will request an appropriation transfer in the 2020-21 budget to move unexpended one-time funds out of the general fund into the Board Rainy Day and Capital Projects Reserves.

#### **RECOMMENDED MOTION-RESOLUTION 061721F**

*WHEREAS, the Board of Directors for the North Santiam School District hereby authorizes the transfer of a budget appropriate in the 2020-2021 general fund as follows:*

*Reduce 100 Fund 6000 Planned Reserve Function by \$800,000*

*Increase 100 Fund 5200 Transfer Function by \$800,000*

**Motion Made By:**

**Vote:**

#### **3. 2021-22 Student Rep. to the School Board**

**60**

**Description:** The Board will review the current NSSD Board policies relating to student representatives to the board to determine if there are any needed updates. They will also discuss the timeline for selecting the representative(s) for the 2021-22 school year.

#### **4. Policy Update: CBA-Qualities & Duties of Supt.**

**64**

**Presenter:** Laura Wipper

**Description:** Laura Wipper has reviewed the latest policy update recommendation from OSBA regarding CBA-Qualities & Duties of the Superintendent. OSBA has suggested deleting the policy NSSD currently has that was last edited on 12/14/17 and replacing it with the "Proposed" version (both have been included in the meeting materials. Laura has made some suggestions (which have also been included) and the Board will review all three documents and discuss together what changes should be made. It is presented for a First Reading.

## 8. INFORMATION ONLY

### 1. Student Enrollment:

75

**Description:** Current enrollment is approximately 2,136 across the District. Numbers for each school are listed below. Refer to the attachment for a breakdown by grade at each location.

Mari-Linn: 165

Sublimity: 346

Stayton Elementary: 346

Stayton Intermediate/Middle: 479

(SIS:141 SMS: 338)

Stayton High: 706

Options Academy: 94

### 2. Future Agenda Items:

77

**Description:** A list of possible future agenda items is attached as part of the board packet. Board members may request that additional items be posted to this list.

### 3. Upcoming Board Events & Activities:

**Description:** Information regarding activities across the District can be found on the website at [www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us)

July 22, 2021-Special Session-Board Meeting:  
6:00 pm ~ Santiam Room, District Office

August 12, 2021-NSSD Leadership Team Goals Workshop  
8:00 am -5:00 pm @ Location TBA

August 19, 2021-Regular Session Board Meeting:  
6:00 pm ~ Santiam Room, District Office

## 9. EXECUTIVE SESSION - ORS 192.660 (2)(i) /SUPT. ANNUAL EVALUATION

**Description:** *The School Board will now meet in Executive Session as pursuant to ORS 192.660 (2)(i)- Performance Evaluations for the purpose of discussing Supt. Gardner's annual evaluation. Any members of the public or staff members who have joined the meeting remotely or in-person will be asked to leave the meeting. No official decisions/motions may be made in Executive Session and when the discussion is concluded, the Board will return to open session and allow the public back into the meeting.*

### 10. RETURN TO OPEN SESSION

**Description:** *The Board will now re-enter into Regular (open) Session and the public will be allowed back into the meeting.*

## 11. APPROVAL OF SUPERINTENDENT CONTRACT EXTENSION

**Description:** The Board will have reviewed the Superintendent's evaluation with Andy Gardner during the Executive Session. In order to extend his contract (with any changes to salary and benefits), the Board must approve a contract extension.

### **RECOMMENDED MOTION-APPROVAL OF CONTRACT EXTENSION**

***Motion that the Board approve a one-year extension to the current Superintendent's Contract with a yearly salary of \$            for 2021-22.***

**Motion Made By:**

**Vote:**

12. **BOARD ANNOUNCEMENTS**

**Description: Announcements for this meeting:**

Board Greeter for Next Month:

Possible Future Agenda Items:

13. **ADJOURN**

**Description: Time:**

EQUAL OPPORTUNITY EMPLOYER

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.*

**2020-21 BOARD FINANCIALS - GENERAL FUND  
REVENUE AND EXPENSE PROJECTIONS**

REVENUES:	ACTUALS				PROJECTED								Totals	Budget	% of Budget
	July	August	September	October	November	December	January	February	March	April	May	June			
Local Sources															
Property taxes -R1111:R1112	7,303	46,374	17,489	12,224	5,134,238	998,586	85,643	31,045	123,966	22,220	26,986	120,000	6,626,075	6,480,000	102.25%
Tuition other districts in the state (R1312)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Investment Earnings -R1510	49,590	7,560	7,522	7,005	6,349	9,290	9,765	8,474	7,120	6,444	6,279	6,200	131,600	200,000	65.80%
Admissions, Fees, Rents, R1710:R1910 & R1330	(4)	38	6	93	15	0	13	0	107	63	121	0	451	22,500	2.01%
Other local Sources R1940:R1990	394	40	883	296	173	110	139	35	17,681	4,668	906	14,800	40,125	32,500	123.46%
0													0		
County School Funds R2101	0	0	0	0	0	0	0	0	17,027	0	0	0	17,027	45,000	37.84%
Restricted Revenue - PTP R2200 & R3299	0	0	0	0	0	0	0	0	10,028	0	0	0	10,028	0	
WESD Regional Transit (2106)	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500	0.00%
WESD Transit Fund R2102	0	0	0	0	0	152,500	0	152,500	0	152,500	0	150,000	607,500	600,000	101.25%
State Sources													0		
School Support Fund R3101	2,749,922	1,374,136	1,374,136	1,374,136	1,374,136	1,374,136	1,357,008	1,357,008	1,299,824	1,299,824	1,440,599	0	16,374,865	16,619,511	98.53%
School Support Fund High School Disability	0	0	0	0	0	0	0	0	0	0	146,987	0	146,987	10,000	
St Sch Fd-Prior Year Adjustment R3101.5	0	0	0	0	0	0	0	0	0	0	349,044	0	349,044	(200,000)	-174.52%
Common School Fund R3103	0	0	0	0	0	0	0	118,415	0	0	0	110,039	228,454	220,078	103.81%
State Timber R3104	0	0	0	0	5,162	0	0	1,187	205,099	0	4,084	0	215,532	250,000	86.21%
Federal Sources													0		
Restricted Revenue - Fed Gov. to State 4500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Federal Forest Fees R4801	0	0	0	0	0	0	0	0	0	0	8,447	0	8,447	10,000	
Interfund Transfers													0	200,000	
Beginning Fund Balance - est R5400	3,200,000	0	0	0	0	0	0	0	0	0	0	0	3,200,000	2,055,000	155.72%
Total Monthly Revenue	2,807,205	1,428,148	1,400,036	1,393,754	6,520,073	2,534,622	1,452,568	1,668,665	1,680,853	1,485,719	1,983,454	401,039	27,956,135	27,956,135	105.31%
Cumulative Revenue	6,007,205	7,435,353	8,835,389	10,229,143	16,749,216	19,283,838	20,736,406	22,405,071	24,085,924	25,571,642	27,555,096	27,956,135	27,956,135	26,547,089	101.79%
EXPENDITURES BY OBJECTS															
100 Salaries	227,425	266,058	991,221	944,211	931,878	939,445	965,878	977,249	963,462	965,287	956,826	2,460,500	11,589,440	12,210,326	94.92%
200 Employee Benefits	141,659	171,002	730,993	615,511	605,348	623,221	637,887	653,300	657,866	647,863	645,006	1,675,160	7,804,818	8,545,740	91.33%
300 Purchased Services	37,225	82,385	83,226	103,219	128,476	143,969	83,226	171,334	271,076	204,281	151,669	365,000	1,958,357	3,169,148	61.79%
400 Supplies	38,579	24,688	124,904	78,968	31,002	15,301	15,781	58,376	(3,117)	75,051	31,021	195,000	685,554	798,250	85.88%
500 Capital Outlay	0	0	14,525	1,760	0	1,760	1,760	1,760	1,760	1,760	286,888	375,000	686,973	109,650	0.00%
600 Dues, Fees, Other	260,399	11,759	6,420	5,886	724	653	6,195	1,058	1,681	68,383	2,750	20,000	385,909	385,975	99.98%
700 Transfers to other Funds	0	0	0	0	0	0	0	828,000	0	0	0	800,000	1,628,000	28,000	5814.29%
800 Contingency/Unappropriated		0	0	0	0	0	0	0					0	1,300,000	0.00%
Total Monthly Expenditure	705,287	555,892	1,951,289	1,749,555	1,697,428	1,724,349	1,798,836	2,790,820	1,825,932	1,910,013	2,138,990	5,890,660	24,739,051	26,547,089	
Cumulative Expenditure	705,287	1,261,179	3,212,468	4,962,023	6,659,451	8,383,800	10,182,635	12,973,455	14,799,388	16,709,401	18,848,391	24,739,051	24,739,051	26,547,089	93.19%
EXPENDITURES BY FUNCTION				1,749,555								0	0		
1000 - Instruction	20,683	40,309	1,136,979	1,122,713	1,058,287	1,125,451	1,172,703	1,213,442	1,179,218	1,156,780	1,203,292	3,651,767	14,081,625	15,151,413	92.94%
2000 - Support Services	639,125	515,583	814,310	626,732	639,141	598,898	622,456	749,378	646,700	685,527	933,448	1,344,913	8,816,210	9,937,476	88.72%
3000 - Community Services	0	0	0	110	0	0	0	0	15	0	2,250	28,980	31,355	10,700	293.04%
5000 - Debt Service / Transfers	45,479	0	0	0	0	0	3,676	828,000	0	67,706	0	865,000	1,809,861	147,500	1227.02%
6000 - Contingencies	0	0	0	0	0	0	0	0	0	0	0	0	0	800,000	
7000 - Unappropriated Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	500,000	0.00%
Total Monthly Expenditure	705,287	555,892	1,951,289	1,749,555	1,697,428	1,724,349	1,798,836	2,790,820	1,825,932	1,910,013	2,138,990	5,890,660	24,739,051	26,547,089	
Cumulative Expenditure	705,287	1,261,179	3,212,468	4,962,023	6,659,451	8,383,800	10,182,636	12,973,456	14,799,388	16,709,401	18,848,391	24,739,051	24,739,051	26,547,089	93.19%

**2020-21 BOARD FINANCIALS - GENERAL FUND  
REVENUE AND EXPENSE PROJECTIONS**

<b>Month End Balance</b>	5,301,918	6,174,174	5,622,921	5,267,120	10,089,765	10,900,038	10,553,771	9,431,616	9,286,536	8,862,241	8,706,705	3,217,084		
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**COMMUNITY ENGAGEMENT MEETING AGENDA**

**June 1, 2021**

Join Zoom Meeting

<https://nsantiam-k12-or-us.zoom.us/j/87670384118?pwd=SGdFdnk5WjVhMXVLZWmXRmRpdHh5QT09>

Meeting ID: 876 7038 4118 Passcode: 649368

**Committee Objective:** In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

**Committee Chair:** Tass Morrison **Committee Members:** Andy Gardner, Dave Bolin, Alisha Oliver, Mike Vetter, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby, Debi Brazelton and Tonia Whisman

**Present Included:** Tass Morrison, Andy Gardner, Dave Bolin, Alisha Oliver, Mike Vetter, Gary Rychard, Janine Moothart, Susy Saray, Debi Brazelton and Tonia Whisman

**AGENDA –**

**1. Approval of previous meeting minutes**

*Motion to approve the minutes from the April 6, 2021 meeting.*

**Motion Made By: Gary Rychard**

**Vote: unanimous**

**2. Reports to City Councils**

The Committee agreed they would like to connect with city councils again. Key topics may include a recap of the year, summer school plan and the anticipation of reopening in the fall.

**3. 2020-21 School Year Communication Plan**

The submission for the North Santiam Chamber of Commerce visitor’s guide is being finalized. The Committee discussed a few details regarding some of the messaging. They felt it was important to include a statement indicating an excitement regarding plans for full reopening in the fall. There will be a duplicate of the ad. Submitted for the Stayton Sublimity Chamber of Commerce visitor guide.

Janine indicated the Sublimity and Stayton High School brochures will need updated due to new principals.

**4. Board Videos:**

Alan Kirby is working on a video this week regarding the District’s CTE programs. The committee suggesting trying to include an intro by a board member (either Alisha Oliver or Mark Henderson). An idea for an upcoming video could include snippets from all the summer school learning.

**5. Social media post introducing new board members**

The District will plan Facebook posts highlighting all three new board members in July. Janine will also contact *Our Town* to see if they would be willing to put it in the July or August edition.

It was also noted that the District will be updating all NSSD websites to a new template over the summer. The current template has expired and will eventually cease to be supported by the web host, BlackBoard. Tonia will work with a student intern to get this done.

**6. Article ideas/timelines for Statesman Journal/Our Town**

- New board members
- New school building leadership This would include Ryan Westenskow at Sublimity and Joe Traeger at SHS. Missy Riesterer was featured in the June 2021 edition.
- Summer Enrichment plans for students

**Items for the next agenda:**

**The meeting was adjourned at 11:30 am.**



## North Santiam School District

### 2020-21 Board of Directors

**Board Chair**, Mike Wagner

**Board Vice-Chair**, Alisha Oliver

**Board Members:** Tass Morrison, Tod Nau, Erin Cramer, Laura Wipper

**Student Representative to the Board**, Mya Joyce

**Superintendent**, Andy Gardner

**Assoc. Superintendent**, Dave Bolin,

**Business Director**, Jane Nofziger

**Human Resources Director**, Debi Brazelton

**School Board/Superintendent Executive Secretary:** Tonia Whisman

*Access to the agenda and board packet can be located on the District website at [www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us) > School Board > Agendas/Meeting Minutes*

**Thursday, May 20, 2021 Regular Session**

**Stayton High School Library, 757 W Locust St, Stayton, OR 97383 ~ 6:00 PM**

### **MINUTES - DRAFT**

#### 1. **CALL REGULAR SESSION TO ORDER:**

The Board Chair called the meeting to order at 6:00 pm with all board members present. The meeting was also broadcast via Zoom at the link below.

Join Zoom Meeting

[https://nsantiam-k12-or-](https://nsantiam-k12-or-us.zoom.us/j/89947881499?pwd=WGNKaTdueVBzcXpBMFBkSUVqRXFzZz09)

[us.zoom.us/j/89947881499?pwd=WGNKaTdueVBzcXpBMFBkSUVqRXFzZz09](https://nsantiam-k12-or-us.zoom.us/j/89947881499?pwd=WGNKaTdueVBzcXpBMFBkSUVqRXFzZz09)

Meeting ID: 899 4788 1499 Passcode: 129200

#### 2. **APPROVAL OF THE AGENDA:**

Changes to the agenda after posting on May 14, 2021 were acknowledged:

##### **Added Agenda Items-**

- 9.3-2020-21 Budget Adjustment for Summer School Purchasing\_ *It was added after the May 14, 2021 posting but then removed since public notice time requirements could not be met. It was tabled until the June Board meeting.*

##### **Added Attachments-**

- 6.2-May General Fund Board Financials
- 9.1-2021 OED Pension Bonds Resolution #05/20/21 + Risk/Reward Analysis
- 9.4-Board policies IIBGA, IIBGA-AR, JBA/GBN, JBA/GBN-AR1, JBA/GBN-AR2
- 10.1-May 2021 Enrollment Totals

### **Revised Agenda Items-**

- 4.1-2021-22 Student Rep. to the School Board was changed due to additional applications being received for the position (previously was only one). Agenda item was an opportunity for introductions of the applicants. Interviews will occur at a later date.
- 7.3-Board Policy Updates was revised to remove policies JHCC, GEBE-AR and GCBDD/GDBDD because they were approved during the April 15, 2021 meeting.

### **MOTION-MEETING AGENDA**

*Motion that the Board approves the meeting agenda as modified.*

**Motion Made By: Tass Morrison**

**Vote: 6-0**

### **3. SPOTLIGHT:**

#### **1. Student Acknowledgements:**

SHS Principal Vicky Storey and Community Engagement Chair Tass Morrison acknowledged the Class of 2021 Valedictorians and Salutatorian. The Board presented them with engraved frames for their accomplishments.

Valedictorians- Mya Joyce & Olivia Atiyeh

Salutatorian- Connor Riedman

#### **2. Stayton High School Spotlight:**

SHS Principal Vicky Storey shared some photos and gave a recap of the school year thus far as well as upcoming activities. These included prom, the graduation ceremony and the COVID vaccine clinics that will be occurring on the SHS campus (put on by Sanitam Hospital). Her presentation has been added to the online meeting materials.

### **4. STUDENT BUSINESS:**

#### **1. 2021-22 Student Representative to School Board:**

Three students have submitted applications to be the student representative to the school board for 2021-2022. This was an opportunity for Board members to meet them and for all parties to ask questions. Applicants included:

Junior: Tayven Whieldon

Sophomore: Rori Bentz

Sophomore: Sarah Wolf

The application period closes June 1, 2021 and then the Board will decide upon a timeline by which they will appoint up to two students prior to the August 19, 2021 Regular Session NSSD Board meeting.

#### **2. Stayton High School ASB Report:**

ASB President/Student Rep. to the Board Mya Joyce gave the monthly report. Highlights included:

- Junior/Senior Prom will be held on the SHS football field. It will be a banquet style event.
- Spring sports update-Maddy Mitzel and Connor Riedman will be competing in the Track & Field State Championships. The boys' varsity baseball team were the Western Conf. Champions for the first time since 2006. There are also a few members of the

tennis team that will be competing in the state championships but the names were not available.

5. **PUBLIC COMMENT:**

Bob Kinsley from Sublimity was present to discuss his concerns about Critical Race Theory being taught in public schools and asked if he was able to view the District's Social Studies curriculum. Supt. Gardner offered to follow up with Mr Kinsley after the meeting.

*\*\*The Board took a moment before preceeding with the remainder of the agenda to acknowledge Tod Nau for his 10 years of service as a NSSD Board member since this would be his last meeting (see April meeting minutes for his official notice). Individual board members and Supt Gardner each thanked Tod for his service and he was presented with a keepsake gift.*

*Tod shared his appreciation to fellow board members for the time he has spent working with them. He noted that during his tenure he has seen the NSSD Board work together cohesively and effectively and always with the guiding principle of doing what is in the best interest of students. He indicated that his resignation prior to his term expiring was not a reflection of any dissatisfaction but rather a lack of time and energy compared to the recent applicants who were seeking to be appointed into Garrett Trott's open board seat. After reading their impassioned submissions, he felt compelled to step aside and let one of them serve in his place.\*\**

6. **REPORTS:**

1. **Superintendent's Report:**

Supt. Gardner shared his monthly report. Key points included:

- Newly released [mask guidance from the CDC for fully vaccinated individuals](#). In general, the updates do not directly impact the ODE's Ready Schools, Safe Learners (RSSL) current guidance during school hours but it could impact before and after school activities. Colt Gill (Director of ODE) has indicated they will be updating the RSSL guidance documents to better align to these changes. Colt's bulletin can be located currently at this link: <https://content.govdelivery.com/accounts/ORED/bulletins/2da0f58>  
It was noted that fully vaccinated board and staff members will need to continue wearing masks at meetings if there are students present. Those not fully vaccinated are required to continue wearing masks regardless of who is present.
- The Oregon State quarterly revenue forecast is out. It is estimated that the 2021-2023 (Oregon) budget for education will be \$9.3 billion. Educators had hoped it would be closer to \$9.4 billion and COSA (Coalition of Oregon School Administrators) lobbyists will continue to advocate for this but the District will likely finalize the 2021-22 NSSD budget proposal based on \$9.3 billion. Jane later noted in her report that the difference as it relates to NSSD equates to approximately \$170,000 in the general fund per year.
- NSSD applied for a waiver of the instruction hours requirement for the 2020-21 school year from the State Board of Education due to lost school days as a result of COVID, the Beachie Creek Fire and the ice storm in February 2021. It was approved which means the District will not have to report being out of compliance on the Division 22 Assurances report to ODE for 2020-21.

- Legislative Updates:
  1. [Oregon Senate Bill 580](#) is expected to pass which will make class size a mandatory collective bargaining subject in schools. There was a recent amendment that limits this impact to only schools who qualify for assistance under Title I of the federal Elementary and Secondary Education Act of 1965.
  2. [Oregon Senate Bill 334](#) will require school boards and superintendents to receive specified training. The State Board of Education would adopt the training standards. If passed, it would take effect July 1, 2021 with the training to be performed no later than January 30, 2023. It was referred to the Ways and Means committee on April 16, 2021.

2. **Business Director's Report:**

Jane Nofziger presented the monthly financial report. She reminded the Board that expenditures have been very different this year due to COVID compared to previous years. She reported a few items about the Food Services Dept. budget for next year. The District is purchasing a large commodities freezer that will allow NSSD to take advantage of free surplus food that is often available from other school districts. The District, at times, is not able to obtain available items because there is no place to store it. The budget will be adjusted in anticipation of having more surplus items to serve during the school year. In addition, there are plans to add an additional staff position next year in a support role for the Food Service Director, Mike Vetter. He is now also the Food Services Director for the Cascade School District (NSSD is reimbursed by Cascade for his time spent in this role). The Board asked for a report in the June meeting on summer food service.

\*\*The Board Chair elected to have Jane report on the agenda items **9.1 PERS Unfunded Liability Bond** and **9.2 Budget Committee Member Appointment** at this point in the agenda. For minutes relating to these items, refer to these sections.\*\*

3. **Student Success Act Report:**

Assoc. Superintendent Dave Bolin gave the monthly update on activities and expenditures from the [Student Success Act](#). He noted that 39 teachers will be attending an AVID Summer Institute over the break. Normally staff would travel out of state to attend this event with teachers from across the country but, due to COVID, the event will be virtual. Since a large component of the workshop is whole-group learning and interaction, the District will be taking NSSD teachers to Bend so they can experience the workshop together.

He also reported that the District's Equity Collaborative Assessment interviews with students and staff have concluded. Since many students were still learning from home, the firm conducting the interviews weren't completely satisfied with the number and quality of interviews. Due to this, they are preparing a preliminary report and will be meeting with the District on June 1, 2021 but plan to conduct more student interviews before making a final recommendation. In conclusion, he indicated that the budget for the 2021-22 school year is currently being drafted and the District anticipates receiving approximately \$1.4 million for SSA expenditures.

4. **Community Engagement Committee Report:**

Community Engagement Committee Chair Tass Morrison gave the monthly report. The May meeting was canceled but she did share that NSSD hosted the Stayton Sublimity Chamber Greeters event in May. Supt. Gardner gave a brief update on the current status of operations around the District as well as plans for Summer School and the return to full-time, in-person learning in the 2021-22 school year. Options Academy Principal/CTE & Pathways

Coordinator Alan Kirby also presented an inspiring presentation about all the CTE and Career Pathway programs that are currently happening as well as those planned for the fall. He will be turning his presentation into a video that can be placed on the Stayton High School website.

She shared that she and Alisha were able to listen to Career Pathway Presentations from SHS seniors. She also noted she will be participating in the process with SHS staff to select a recipient (or recipients) from the class of 2021 for the NSSD Board of Directors CTE Scholarship.

It was noted that next year will be the final scholarship award unless the Board chooses to pursue fundraising opportunities to replenish the fund. In 2016, the Board participated in a program available through the Oregon School Boards Association (OSBA) that provided \$5000 in exchange for board members engaging in whole-group learning provided by a representative from OSBA. The Board agreed they would be interested in seeking another learning opportunity through OSBA to receive additional funding for future scholarships. They asked the Board Secretary to investigate and report back.

## 7. **CONSENT AGENDA:**

### 1. ***Approval of Meeting Minutes:***

The minutes from the previous month's meeting were submitted for Board review and approval.

### 2. ***Licensed Staff Changes:***

Any changes in Licensed staff since the last board meeting were acknowledged.

#### **New Hires (Board Action Required)**

Linda Luu, Mari-Linn- 5th grade

Tamra Southerton, SIS/SMS- ELL

Joseph Traeger, SHS- Vice Principal

Matthew Jones, SHS- Science

Olempiada Anfilofieff, SIS/SMS- SpEd (was classified staff at SHS)

Wendi Nyquist, SHS- Counselor (was Drop out Prevention/CTE at SHS)

Kyle Hughes, SHS -Math (has been temp)

Karin Moneke, SIS- .5 job share 4th grade

#### **Resignations**

Emily Purdy, SIS .5 job share~effective 6/17/2021

Courtney Thompson, SIS .5 job share~effective 6/17/2021

#### **Retirements**

Diane Allen-Jackson, SHS/SIS/SMS Music Teacher-Retired but hired back under SB 1049

### 3. ***Board Policy Updates/2nd Reading:***

The following policy edits were recommended from OSBA as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading in the April 15, 2021 meeting and were brought back for a second reading and possible approval.

**BBF**-Board Member Standards of Conduct

**EAA**-Student Transportation Services

**GBA**-Equal Employment Opportunity

**JGE**-Expulsion

4. **Action on Consent Agenda:**  
**MOTION-CONSENT AGENDA**

*Motion that the Board approve the Consent Agenda including; 7.1-Minutes from the April 15, 2021 Regular Session and 7.2- New hires: Lina Luu, Tamra Southerton, Joseph Traeger, Matthew Jones, Olempiada Anfilofieff, Wendi Nyquist, Kyle Hughes and Karin Moneke and 7.3 updates to policies BBF, EEA, GBA and JGE.*

**Motion Made By: Erin Cramer**  
**Vote: 6-0**

**\*\*The Board Chair called for a brief recess at 8:33 pm. The meeting was reconvened at 8:40 pm\*\***

8. **UNFINISHED BUSINESS:**

1. **Superintendent Annual Evaluation Document:**

Board member Laura Wipper has been working to update the document, with input from other members, used to annually evaluate the District's superintendent. She presented her latest version to the Board in April and brought it back in May to finish the discussion. The only difference in the version presented in May is that the original introductory remarks were merged with Laura's suggestions. Board members agreed it was important to have it in place for the new board members that would be starting in May and June and chose to adopt the newest version (Draft #3) as it was submitted.

The Board also discussed an updated version of Board policy *CBA- Qualifications & Duties of the Superintendent* that was just released by OSBA in April (2021) as part of their Policy Plus service. Laura agreed to perform a quick review of the proposed edits to make sure the new version of the Superintendent Evaluation wasn't in direct opposition of anything that OSBA was recommended.

**MOTION-SUPERINTENDENT EVALUATION**

*Motion that the Board adopt Draft #3 (DR3) of the NSSD Superintendent Evaluation Form as submitted to be used for the 2021-2022 school year.*

**Motion Made By: Tod Nau**  
**Vote: 6-0**

9. **NEW BUSINESS:**

1. **PERS Unfunded Liability Bond-Resolution #052021A**

Jane Nofziger has discussed with the Board in recent months the idea of participating in a bond with other school districts to invest for future unfunded PERS liability. The risk/reward analysis has concluded. She reviewed this and the history of the current PERS bond with the Board (see attachment). She asked the Board to approve a resolution to move forward with the bond.

The Board members agreed that the current bond has been profitable for the District and that they have great trust in the competence of Jane and Andy and the resources/consultants they used to reach the conclusion that the bond is a good investment for the District.

## **MOTION-RESOLUTION 052021A**

*Motion that the Board approves Resolution 052021A to authorize the participation in the Oregon Education Districts Pension Bond Program.*

**Motion Made By: Tod Nau**

**Vote: 6-0**

### **2. Budget Committee Member Appointment:**

School boards appoint an equal number of community members to be a part of their district's budget committee. This results in the need for board action periodically to fill vacant seats. Incumbents can be reappointed for additional three year terms at the discretion of the board without requiring a motion. This year, there were two openings and so the Board needed to appoint replacements. The Business Director made the following recommendation for the vacancies:

Garrett Trott to replace Marcus Reedy

Jennifer Tiger to replace Scott Miller

## **MOTION-BUDGET COMMITTEE APPOINTEES**

*Motion that the Board appoint Garrett Trott and Jennifer Tiger to the 2021-2022 NSSD Budget Committee.*

**Motion Made By: Tass Morrison**

**Vote: 6-0**

### **3. Willamette Education Service District (WESD) Local Service Plan:**

Supt. Gardner reviewed the list of services the District has contracted from the Willamette Education Services District for 2021-2022. The list was included in the meeting materials.

### **4. Board Policy Updates/First Reading:**

The following policy edits were recommended from OSBA as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading and will be brought back at the June 17, 2021 meeting for a second reading/approval.

IIBGA-Electronic Communications System

IIBGA-AR-Electronic Communications System

INDB-Flag Displays and Salutes

JBA/GBN- Sexual Harassment

JBA/GBN-AR1-Sexual Harassment Complaint Procedure

JBA/GBN-AR2-Title IX Sexual Harassment Complaint Procedure

JGA-Corporal Punishment

## **10. INFORMATION ONLY:**

**1. Student Enrollment: Included in the meeting materials**

**2. Future Agenda Items: Included in the meeting materials**

**3. Upcoming Board Events & Activities: Included in the meeting materials**

11. **BOARD ANNOUNCEMENTS:**

**Announcements for this meeting:**

**\*Mike Wagner will again drive one of his flatbed trucks in the Mari-Linn School 8<sup>th</sup> grade promotion parade on June 10<sup>th</sup>.**

**\*Board members agreed to tentatively move the July Board meeting from the 15<sup>th</sup> to the 22<sup>nd</sup> since both the Superintendent and the Board Secretary had scheduling conflicts. The new date will have to be confirmed with the three new board members to ensure they are available.**

**\*Board members reviewed the process they plan to follow for the 05/26/21 Special Session to appoint two new board members. They also agreed on a list of 10 questions that would be asked to each applicant.**

12. **ADJOURN:**

The Board Chair adjourned the meeting at 10:10 pm.

**EQUAL OPPORTUNITY EMPLOYER**

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.*



**North Santiam School District**

**2020-21 Board of Directors**

**Board Chair, Mike Wagner**

**Board Vice-Chair, Alisha Oliver**

**Board Members: Tass Morrison, Erin Cramer, Laura Wipper**

**Student Representative to the Board, Mya Joyce**

**Superintendent, Andy Gardner**

**School Board/Superintendent Executive Secretary: Tonia Whisman**

*Access to the agenda and board packet can be located on the District website at [www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us) > School Board > Agendas/Meeting Minutes*

**Wednesday, May 26, 2021 Special Session**

**NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383**

**6:00 PM**

**MINUTES - DRAFT**

**1. CALL SPECIAL SESSION TO ORDER:**

The Board Chair called the meeting to order at 6:06 pm with all currently serving members present (Student Rep. was not present). He then led those in attendance in the Pledge of Allegiance.

**2. APPROVAL OF THE AGENDA:**

**MOTION-AGENDA APPROVAL**

*Motion that the Board approves the meeting agenda as submitted.*

**Motion Made By: Tass Morrison**

**Vote:5-0**

**3. DECLARATION OF VACANCY:**

The Board Chair asked for a motion to declare Tod Nau's Director Position vacant to allow the appointee process to proceed.

**MOTION-BOARD VACANCY**

*Motion that the Board declare Director Position #5-Stayton vacant effective immediately.*

**Motion Made By: Laura Wipper**

**Vote: 5-0**

4. **APPLICATION PROCESS REVIEW:**

The Board Chair reviewed the interview process with everyone present (including all applicants). He indicated that the applicant names were written on index cards and placed face down and that he would draw one randomly to determine the order of interviews. Once the interviews were complete, and after any needed discussion, there would be a vote. Since all applicants reside in Stayton, they were all eligible for either Position #5, At-Large #1 or Position #6, Stayton so it was determined that the applicant receiving the highest number of votes would have their choice of Position #5 or #6. If there was a tie vote, he would flip a coin.

5. **INDIVIDUAL INTERVIEWS:**

The applicants were then interviewed one at a time with the other applicants being sequestered in another room. The interviews occurred in the following order:

Interview #1: Moria Thiessen

Interview #2: Coral Ford

Interview #3: Mark Henderson

6. **PUBLIC COMMENT:**

There were no requests for public comment.

\*The Board Chair called for a brief recess to allow members to stretch and use the facilities\*

7. **DELIBERATIONS & SELECTION:**

The Board Chair reconvened the meeting and asked if the Board was prepared to vote or if there needed to be a discussion first. Board members indicated they were ready to vote. They were presented with ballots that included all three names and asked to vote for their top two. The votes were as follows:

Mike Wagner: Coral Ford & Mark Henderson

Alisah Oliver: Coral Ford & Mark Henderson

Tass Morrison: Coral Ford & Mark Henderson

Erin Cramer: Moria Thiessen & Mark Henderson

Laura Wipper: Coral Ford & Mark Henderson

**MOTION-POSITION #5, AT-LARGE #1**

*Motion that the Board appoint Mark Henderson to fill the vacancy at Position #5, At-Large #1*

**Motion Made By: Tass Morrison**

**Vote: 5-0**

**MOTION-POSITION #6, STAYTON**

*Motion that the Board appoint Coral Ford to fill the vacancy at Position #6, Stayton.*

**Motion Made By: Erin Cramer**

**Vote: 5-0**

8. **SWEARING IN OF NEW BOARD MEMBERS:**

The Board Chair led the two new board members in taking their oath of office.

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof and the policies of the North Santiam School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been appointed.*

After being sworn in, both Mark and Coral joined the Board table.

9. **NSSD BUDGET COMMITTEE APPOINTMENT:**

Because Coral and Mark were currently serving on the NSSD Budget Committee, the Board agreed to immediately fill the openings in order to allow the Budget Meeting to continue as planned on June 3, 2021. The Superintendent provided a list to the Board of possible candidates, recommended by the Business Director, who had already expressed interest in serving. Those included:

- Tod Nau (former NSSD Board member)
- April Gillette (community member)
- Mackenzie Strawn (future NSSD Board member)
- 3<sup>rd</sup> NSSD Board candidate from the evening's proceedings who was not appointed

**MOTION-BUDGET COMMITTEE APPOINTMENTS**

*Motion that the Board appoints Moria Thiessen to the 2021-22 NSSD Budget Committee.*

**Motion Made By: Laura Wipper**

**Vote: 7-0**

*Motion that the Board appoints Tod Nau to the 2021-22 NSSD Budget Committee.*

**Motion Made By: Erin Cramer**

**Vote: 7-0**

10. **ADJOURN:**

The Board Chair adjourned the meeting at 8:55 pm.

**EQUAL OPPORTUNITY EMPLOYER**

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.*

**ACTION REQUIRED**

**NEW HIRES**

**SCHOOL NOTE**

Uli Sparks	SUB	Dean of Students
Stella McCahill	SMS	6th

**\*\*\*FYI\*\*\***

Katelynn Ion moving from SMS to Sublimity

**RESIGNATIONS**

**DOT SCHOOL NOTE**

Britney Shelton	7/29/2021	SHS	Going to teach Summer School
Lars Schindler	6/17/2021	SUB	

**RETIREMENTS**

**DOR SCHOOL NOTE**

**LEAVE OF ABSENCE**

**DOL SCHOOL NOTE**

# North Santiam School District

Code: IIBGA  
Adopted: 11/24/96  
Revised/Readopted: 11/21/02; 11/20/08; 12/19/13;  
2/19/15; 10/19/17  
Orig. Code: IIBGA

## Electronic Communications System

~~The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.~~

The District's **electronic communication** system will be used to provide statewide, national and global communications opportunities for staff and students **and for the advancement and promotion of teaching and learning.**

The superintendent will establish administrative regulations for the use of the District's **electronic communication** system - including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic **communication**~~communications~~;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; **and**
8. Installing measures designed to restrict minors' access to materials harmful to minors.

~~The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. Regulations shall insure~~  
**Administrative regulations developed shall ensure** compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to, the Age Discrimination in Employment Act of

1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).~~]~~

~~Administrative~~The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, ~~copyright law~~, and will include a complaint procedure for reporting violations.

~~The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.~~

Failure to abide by district policy and administrative regulations governing use of the district's ~~electronic communications~~ system may result in the suspension and/or revocation of system access. Additionally, student violations ~~may~~will result in discipline up to and including expulsion. Staff violations ~~may~~will also result in discipline up to and including dismissal. Violations of law ~~may~~will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

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**Legal Reference(s):**

[ORS 167.060 - 167.100](#)  
[ORS Chapter 192](#)  
[ORS 260.432](#)  
[ORS 332.107](#)

[ORS 339.250](#)  
[ORS 339.270](#)  
[OAR 581-021-0050](#)  
[OAR 581-021-0055](#)

[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l) (2018); 47 C.F.R. Section 54.520 (2019).

Copyrights, 17, U.S.C. §§ 101-1332 (2018); 19 C.F.R. Part 133 (2020).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2018).

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8107 (2018); 34 C.F.R. Part 84, Subpart F (2020).

Controlled Substances Act, 21 U.S.C. § 812, Schedules I through V (2018); 21 C.F.R. §§ 1308.11-1308.15 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018); 34 C.F.R. Part 99 (2020).

Every Student Succeeds Act, 20 U.S.C. § 7131 (2018).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

# North Santiam School District

Code: IIBGA-AR  
Adopted: 10/17/02  
Revised/Readopted: 11/21/02; 11/20/08; 12/19/13;  
2/19/15; 10/19/17  
Orig. Code: IIBGA-AR

## Electronic Communications System

*“Ddistrict” is an indicator to capitalize the word as it is meant to replace “the North Santiam School District”*

### Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a. “Obscene,” has the meaning given such, ~~as that term is defined~~ in Section 1460 of Title 18, United States Code;
  - b. “Child pornography,” has the meaning given such, ~~as that term is defined~~ in Section 2256 of Title 18, United States Code; or
  - c. Harmful to minors.
2. “Harmful to minors,” as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act ~~and~~; sexual contact,” as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor,” as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter,” as defined by the district, means material that is inconsistent with general public education purposes ~~and~~; the district’s ~~vision, mission and goals, as determined by the district.~~<sup>†</sup>
6. ~~Level 1~~ “District proprietary information” is defined ~~by the district~~ as any information created, produced or collected by district staff for the business or education purposes of the district including

<sup>†</sup>As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district's business.

7. "District software" is defined by the District as any commercial or staff developed software acquired using District resources.

### General District Responsibilities

The District will:

1. Designate staff as necessary to ensure coordination and maintenance of the District's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the District's electronic communications system including copies of District policy and administrative regulations. Staff will provide similar training to authorized system users;
3. ~~Prohibit staff use of personal electronic devices to download [2] or access district proprietary information.~~ [Allow staff use of personal electronic devices to access the District's electronic communications system when it is consistent with District board policies and administrative regulations] (See Staff User Agreement);
4. Provide a system for obtaining prior written agreement from staff for the recovery of District proprietary information downloaded to staff personal electronic devices as necessary to accomplish District purposes, obligations or duties, and when the use of the personal electronic device is no longer authorized, to ensure verification that information downloaded has been properly removed from the personal electronic device; (See Staff User Agreement)
5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the District's electronic communications system;
6. Use only properly licensed software, audio or video media purchased by the District or approved for use by the District. The District will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
7. Install and use desk and/or server virus detection and removal software;
8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
9. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;

10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities ~~online~~ ~~on-line~~, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms, applications and other forms of direct electronic communication;
11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, applications and in chat rooms;
12. Determine which users and sites, accessible as part of the district’s electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access, accordingly;
13. Determine which users will be provided access to the district’s electronic communications e-mail system;

~~14. Program its computers to display a message reinforcing key elements of the district’s electronic communications system policy and administrative regulation when accessed for use;~~

15. Notify appropriate system users that:
  - a. The Ddistrict retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the Ddistrict’s information system are the Ddistrict’s property and are to be used for authorized purposes only. Use of Ddistrict equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
  - b. Files and other information, including e-mail email, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the Ddistrict’s system, individuals consent to have that use monitored by authorized Ddistrict personnel. The Ddistrict reserves the right to access and disclose, as appropriate, all information and data contained on Ddistrict computers and district-owned e-mail system;
  - c. The Ddistrict may establish a retention schedule for the removal of e-mail;
  - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
  - e. Information and data entered or stored on the district’s computers and e-mail system may be subject to disclosure become discoverable evidence if a public records request is made or a lawsuit is filed against the district. “Deleted” or “purged” data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - f. Passwords used on the districts electronic communications system will be changed at 240 day intervals;
  - ~~g. Passwords used on the district’s system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;~~
  - h.g. Transmission of any communications or materials related to activities prohibited by ORS 260.432 regarding political campaigns is not allowed prohibited.

16. [Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file in the school office;
17. [Notify users of known copyright infringing activities and deny access to or remove the material.]

### **Electronic Communications System Access**

~~Students, staff, Board members, volunteers, district contractors and other members of the public as authorized by the system coordinator or district administrators consistent with Board policy may be permitted to use the district's system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers including Internet and email access by employees is prohibited during the employee's work hours. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.~~

1. Access to the Ddistrict's electronic communications system is authorized to:

Board members, Ddistrict employees, and students ~~in grades [K-12]~~, with parent approval and when under the direct supervision of staff, and Ddistrict volunteers, Ddistrict contractors or other members of the public as authorized by the system coordinator or Ddistrict administrators consistent with the Ddistrict's policy governing use of Ddistrict equipment and materials.

2. Students may be permitted to use the Ddistrict's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is ~~[prohibited.]~~ permitted when consistent with board policy and administrative regulations and when during the school day.

Staff and Board members may be permitted to use the District's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with Board policy and administrative regulations. Personal use of the Ddistrict's system or Ddistrict-owned computers or devices including Internet and e-mail access by Ddistrict staff ~~[is prohibited]~~ may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on own time. ~~[Personal use of the district's system or district-owned computers or devices [including Internet and e-mail access] by Board members is prohibited.]~~

~~[District staff and Board members may use the district's electronic communications system[, district-owned computers or devices] [including Internet and e-mail access] for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.]~~

~~[Volunteers[,][and] district contractors [and] [other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.]~~

## [General Use Prohibitions and Prohibition/Guidelines/Etiquette

Operation of the Ddistrict's electronic communications system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines, which require legal, ethical and efficient use of the Ddistrict's system.

### 1. [General Use Prohibitions

The following conduct is strictly prohibited:

a. Attempts to use the district's electronic communications system for:

- (1) Unauthorized solicitation of funds;
- (2) Distribution of chain letters;
- (3) Unauthorized sale or purchase of merchandise and services;
- (4) Collection of signatures;
- (5) Membership drives;
- (6) Transmission of any materials regarding political campaigns.

b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the Ddistrict's system in violation of copyright law or applicable provisions of use or license agreements;

c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the Ddistrict's system or any of the agencies or other networks connected to the district's system;

d. Attempts to evade, change or exceed resource quotas or data disk usage quotas;

e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes, but not limited to, material which may be interpreted as:

- (1) Harmful to minors;
- (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
- (3) A product or service not permitted to minors by law;
- (4) Harassment, intimidation, bullying, menacing, threatening, or a bias incident; constitutes insulting or fighting words, the very expression of which injures or harasses others;
- (5) Constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;
- (6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
- (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

f. Attempts Any attempt to gain unauthorized access to any service via the Ddistrict's system, which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;

- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policies policy pertaining to student directory information and personally identifiable information. Personal student contact information may include includes photograph, age, home, school, work or e-mail addresses or phone numbers, or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the Ddistrict's electronic communications system, unless authorized by the system coordinator or teacher or when consistent with school or educational related activities and with prior parent approval when necessary;
- i. Attempts to represent self on behalf of the Ddistrict through use of use the Ddistrict's name in external communication forums, e.g., social media, such as chat rooms, without prior Ddistrict authorization;
- j. Attempts to use another individual's account name or password, failure fail to provide the Ddistrict with individual passwords or to access restricted information, resources or networks to which the user has not been granted given access.]-

## 2. [Guidelines/Etiquette]

[System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features, such as video/talk/chat/Internet relay chat only as approved by the system coordinator, or teacher. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
  - (1) — ~~[One subject per message — avoid covering various issues in a single e-mail message;~~
  - (2) — ~~Use a descriptive heading;~~
  - (3) — ~~Be concise — keep message short and to the point;~~
  - (4) — ~~Write short sentences;~~
  - (5) — ~~Use bulleted lists to break up complicated text;~~
  - (6) — ~~Conclude message with actions required and target dates;~~
  - (7) Remove e-mail email in accordance with established guidelines;
  - (8) Remember, there is no expectation of expected right to privacy when using e-mail. Others may read or access mail;
  - (9) — ~~Always sign messages;~~
  - (10) — ~~Always acknowledge receipt of a document or file.]-~~
- g. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only.]- No

- ~~system user may use a password on the district's computers, email system, or Internet access which is unknown to the district;~~
- h. Communicate only with such users and/or sites as may be authorized by the district;
  - ~~i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;~~
  - j. Report violations of the Ddistrict's policy and administrative ~~regulation~~regulations or security problems to the supervising teacher, system coordinator, or administrator, as appropriate.]
  - ~~k. [Use of appropriate~~Appropriate system use etiquette is expected of all users while using the Ddistrict's electronic communications system ;

## Complaints

~~Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure in will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL - Public Complaints and accompanying administrative regulation~~ may be used to process complaints or concerns about violations of policy and administrative regulations.

## Violations/Consequences

### 1. Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of ~~access to the Ddistrict~~ electronic communications system access up to and including permanent loss of privileges.;
- b. Violations of law ~~may~~will be reported to law enforcement officials and may result in criminal or civil sanctions.;
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established Ddistrict procedures.;

### 2. Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, ~~collective bargaining~~negotiated agreements and applicable provisions of law.;
- b. Violations of law ~~may~~will be reported to law enforcement officials and may result in criminal or civil sanctions.;
- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by ~~Oregon Administrative Rules (OAR) 584-020-0041~~;
- d. Violations of ORS 244.040 ~~may~~will be reported to ~~Oregon Government Ethics Commission (OGEC)~~.

### 3. [Others

- a. Other guest users who violate general ~~electronic communications~~ system user prohibitions shall be subject to suspension of system access up to ~~and~~an including permanent revocation of privileges.;

- b. Violations of law may will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

### Telephone/Membership/Other Charges

1. The dDistrict assumes no responsibility or liability for any membership, or phone or internet service charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or related charges equipment or line costs incurred by any home usage of the Ddistrict's electronic communications system.
2. Any disputes dispute or problems resulting from regarding phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and their internet this/her local phone company and/or long distance service provider and/or phone service provider.

### Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the Ddistrict's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the Ddistrict's vision, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the Ddistrict's electronic communications system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. Users of the electronic communications system System users may, with system coordinator approval, order services or merchandise from other vendors individuals and agencies that may be accessed through the Ddistrict's electronic communications system. These vendors individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the vendor seller and the electronic communications system user. The Ddistrict makes no warranties or representation whatsoever with regard to any goods or services provided by the vendor seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions inaction's of vendors sellers.
4. The Ddistrict does not warrant that the functions or services performed by, or that the information or software contained on, the electronic communications system will meet the system user's requirements, or that the electronic communications system will be uninterrupted or error-free, or that defects will be corrected. The Ddistrict's electronic communications system is provided on an "as is, as available" basis. The Ddistrict does not make any warranties, whether expressed expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the electronic communications system and any information or software contained therein.

# North Santiam School District

Code: INDB  
Adopted: 11/18/99  
Revised/Readopted: 3/20/14; 10/19/17  
Orig. Code: INDB

## Flag Displays and Salutes

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time ~~as~~ the Board deems proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law<sup>1</sup> and in the same manner as a U.S. and Oregon State flag.

The ~~A~~ district shall obtain and display a U.S. ~~United States~~ flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the U.S. ~~United States~~ flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours. The location of the flag will be determined by the district in consultation with the requesting sovereign tribal government.

END OF POLICY

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### Legal Reference(s):

[ORS 186.110](#)  
[ORS 332.107](#)

[ORS 336.067](#)  
[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

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<sup>1</sup> The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously. [However, all district buildings on or near where it is customary and suitable to display the U.S. flag that are newly constructed on or after January 1, 2018 shall include sufficient infrastructure to properly display the U.S. flag, Oregon State flag, and National League of Families' POW/MIA flag simultaneously.]

# OSBA Model Sample Policy North Santiam School District

Code: JBA/GBN  
Adopted:

## Sexual Harassment

The ~~d~~District is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ~~d~~District processes complaints<sup>{~~1~~}</sup> or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

When information, a report or complaint regarding sexual harassment is received by the ~~d~~District, the ~~d~~District will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures<sup>{~~2~~}</sup>.

### OREGON DEFINITION AND PROCEDURES

#### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>3</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive or hostile environment.

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~~{<sup>1</sup>Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, "complainant" is defined under federal law.}~~

<sup>{~~2~~}</sup> Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA)

<sup>3</sup> "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

3. Assault when sexual contact occurs without the student’s, staff member’s or third party’s consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.<sup>{4}</sup>

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s action, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ~~{5}~~ physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating ~~other students or others as to appearance, sexual activity or performance~~. in a manner that is sexual in nature.

### Oregon Procedures

Reports and complaints of sexual harassment should be made ~~to the following individual(s): as outlined in the following Administrative Regulations:~~

Sexual Harassment Complaint Procedure: JBA/GBN-AR1

Federal Law Title IX Sexual Harassment Complaint Procedure: JBA/GBN-AR2

*Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_*

\_\_\_\_\_

\_\_\_\_\_

~~*This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]*~~<sup>{6}</sup> ~~*See JBA/GBN AR(1) – Sexual Harassment Complaint Procedure.*~~

### Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~{immediately}~~ report to a ~~d~~District official. The ~~d~~District official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a non-hostile learning environment;

<sup>{4}</sup> The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). ~~If the district would like to include the full statutory definition, it can do so.~~

<sup>{5}</sup> ~~OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.~~

<sup>{6}</sup> ~~This must be communicated elsewhere, but it is a good reason to specify it here as well.~~

2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ~~the~~ District official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to ~~the~~ District officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ~~the~~ District official.

## Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ~~the~~ District may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. ~~Interviews with those involved;~~
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The ~~the~~ District will use ~~a reasonable person~~ standard when determining whether a hostile environment exists. ~~A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.~~<sup>7</sup>

The ~~the~~ District may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. ~~Discipline of staff and students engaging in sexual harassment;~~
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

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~~<sup>7</sup> OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.~~

When a student or staff member is harassed by a third party, the ~~d~~District will consider the following:

1. Removing that third party's ability to contract or volunteer with the ~~d~~District, or be present on ~~d~~District property;
2. If the third party works for an entity that contracts with the ~~d~~District, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at ~~d~~District events; and
5. Providing for additional supervision, including law enforcement if necessary, at ~~d~~District events.}

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ~~d~~District's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### **Notice**

When a person<sup>8</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ~~d~~District shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

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<sup>8</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include<sup>9</sup>:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or ~~d~~District that the ~~[student, student's parents, staff member, person or person's parent]~~[person] who filed the complaint may pursue, including the person designated for the school or ~~d~~District for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or ~~d~~District may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ~~d~~District, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ~~d~~District;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ~~d~~District's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or ~~d~~District.

### **~~{~~Oregon Department of Education (ODE) Support**

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<sup>9</sup> ~~Remember~~ confidentiality laws when providing any information.

The ODE will provide technical assistance and training upon request.†

## FEDERAL DEFINITION AND PROCEDURES

### Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the **Ɔ**District conditioning the provision of an aid, benefit, or service of the **Ɔ**District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the **Ɔ**District’s education program or activity<sup>10</sup>;
3. “Sexual assault”: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. “Dating violence”: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. “Domestic Violence”: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or
6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A **Ɔ**District’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

### Federal Procedures

The **Ɔ**District will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

### Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

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<sup>10</sup> “Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs.” (Title 34 C.F.R. § 106.44(a))

~~{Andy Gardner~~~~Person or position}~~ is designated as the Title IX Coordinator ~~{~~and can be contacted at ~~[503-769-6924~~~~insert phone number}~~]. The Title IX Coordinator will coordinate the ~~d~~District's efforts to comply with its responsibilities related to this AR. The ~~d~~District prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.~~{<sup>++</sup>}~~

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~~{<sup>++</sup>Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}~~

## Response

The **d**District will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>12</sup> The **d**District shall treat complainants and respondents equitably by providing supportive measures<sup>13</sup> to the complainant and by following a grievance procedure<sup>14</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>15</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>16</sup> The **d**District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## Notice

The **d**District shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the **d**District does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the **d**District will respond.

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<sup>12</sup> (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>13</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>13</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>14</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>15</sup> The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

<sup>16</sup> The **D**istrict may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or ~~the Assistant Secretary~~<sup>17</sup> the associate superintendent, or both.]

### **No Retaliation**

Neither the ~~d~~District or any person may retaliate<sup>18</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ~~d~~District must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX Coordinator] shall be prominently published in the ~~[school]~~ [district] student handbook and on the ~~[school]~~ [district] website. This policy shall also be made available at each school office and at the district office. The ~~d~~District shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any ~~[student, parent of a student, school or district staff member, or third party]~~ [person] upon request.

END OF POLICY

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### **Legal Reference(s):**

[ORS 243.706](#)  
[ORS 332.107](#)  
[ORS 342.700](#)  
[ORS 342.704](#)  
[ORS 342.708](#)

[ORS 342.850](#)  
[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

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<sup>17</sup> Of the United States Department of Education.

<sup>18</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

# OSBA Model Sample Administrative Regulation North Santiam School District

Code: JBA/GBN-AR(1)  
Revised/Reviewed:

## Sexual Harassment Complaint Procedure

{+} Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
<u>Andrew Gardner</u>	<u>Superintendent</u>	<u>503-769-6924</u>	<u>andy.gardner@nsantiam.k12.or.us</u>
<u>Debi Brazelton</u>	<u>Human Resources Director</u>	<u>503-769-6924</u>	<u>debi.brazelton@nsantiam.k12.or.us</u>

The ~~d~~District official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy JBA/GBN - Sexual Harassment.

Step 1 The ~~d~~District official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy JBA/GBN - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within {five} working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within-[30] days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent{ or designee}. Such appeal must be filed within-[10] working days after receipt of the Step 1 decision. The superintendent[ or designee] will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within {5} working days of receipt of the appeal. The superintendent\_{ or designee} shall provide a written decision to the complainant within {10} working days.

{+ -Align with same positions identified in policy-}

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within ~~{10}~~ working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent ~~{or designee}~~ in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's ~~{or designee's}~~ decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within ~~{30}~~ working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's ~~{or designee's}~~ decision in Step 2 is final<sup>[2]</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent ~~{or designee}~~. The superintendent ~~{or designee}~~ will cause the required notices to be provided. The superintendent ~~{or designee}~~ will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within ~~{10}~~ working days of receipt by the superintendent ~~{or designee}~~, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within ~~{20}~~ days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within ~~{20}~~ days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

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<sup>2</sup> [If the Board chooses to accept the superintendent's decision as the ~~e~~District's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

~~[Name of District]~~ **North Santiam School District**  
~~[Address]~~ ~~[Phone]~~  
1155 N 3<sup>rd</sup> Ave, Stayton, OR 97383  
503-769-6924

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Name of District] North Santiam School District  
[Address] | [Phone]  
1155 N 3<sup>rd</sup> Ave, Stayton, OR 97383

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# OSBA Model Sample Administrative Regulation North Santiam School District

Code: JBA/GBN-AR(2)  
Adopted:

## Federal Law (Title IX) Sexual Harassment Complaint Procedure

### Additional Definitions

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

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

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the **ed**District investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the **ed**District’s educational environment, or deter sexual harassment.<sup>4</sup> The **ed**District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

### Formal Complaint Procedures

Upon receipt of a formal complaint, the **ed**District will provide the parties<sup>5</sup> written notice of the following:

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

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<sup>3</sup> A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

<sup>4</sup> Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

<sup>5</sup> Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct~~{<sup>7</sup>}~~ that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

### Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>8</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>9</sup> The ~~d~~District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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<sup>6</sup> Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

~~{<sup>7</sup>The district is encouraged to review Board policy JFC and codes of conduct found in handbooks for applicable language.}~~

<sup>8</sup> The ~~D~~district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

<sup>9</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>10</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the **d**District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>11</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the **d**District decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the **d**District must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the **d**District, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Determination of Responsibility**

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

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<sup>10</sup> This includes the evidence upon which the **d**District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The **d**District must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

<sup>11</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The standard to be used for formal complaints in determining whether a violation has occurred is the [preponderance of the evidence<sup>12</sup>] ~~[clear and convincing evidence<sup>13</sup>]~~ standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The ~~d~~District’s procedures and permissible bases for the complainant and respondent to appeal.

The ~~d~~District must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies.

The ~~d~~isciplinary sanctions<sup>14</sup> may include:

1. ~~[~~Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.~~]~~<sup>15</sup>

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<sup>12</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

~~<sup>13</sup> A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.~~

<sup>14</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

Other remedies may include:

1. Educational programming~~;~~~~;~~

### Dismissal of a Formal Complaint

The ~~d~~District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the ~~d~~District’s education program or activity<sup>16</sup>; or
3. Did not occur against a person in the United States.

The ~~d~~District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the ~~d~~District must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

**The dismissal of a formal complaint under Title IX does not preclude the ~~d~~District from continuing any investigation and taking action under a different process. The ~~d~~District may have an obligation to continue an investigation and process under a different process.**

### Consolidation of Complaints

The ~~D~~istrict may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### Informal Resolution

If the ~~d~~District receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the ~~d~~District may offer an optional informal resolution process, provided that the ~~d~~District:

1. Provides written notice to the parties disclosing:
  - a. The allegations;

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<sup>15</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

<sup>16</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

- b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
  3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within ~~15~~ days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- ~~4. — [Additional bases may be allowed, if made available equally to both parties.]~~

When an appeal is filed, the ~~d~~District must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

## Timelines

The ~~d~~District will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: ~~{90}~~ days;
2. Appeals (from receipt of appeal): ~~{60}~~ days;
3. Informal resolution process: ~~{60}~~ days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>17</sup> with written notice to the parties.

## Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>18</sup>

## Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evident, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the ~~d~~District's website.~~{<sup>19</sup>}~~

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<sup>17</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>18</sup> This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response what not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

~~{<sup>19</sup> If a district does not have a website, the district must make these materials available upon request for inspection by members of the public.}~~

# North Santiam School District

Code: JGA  
Adopted: 8/19/99  
Revised/Readopted: 9/18/14; 11/19/15; 10/19/17  
Orig. Code: JGA

## Corporal Punishment\*\*

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under ~~their~~ ~~his/her~~ supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent/~~guardian, person in parental relationship~~ or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to ~~in his/her professional judgment~~, the extent the application of physical force is necessary to prevent a student from harming themselves or others, as is consistent with ORS 339.285-339.303 Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 161.205](#)  
[ORS 332.107](#)  
[ORS 339.240](#)

[ORS 339.250](#)

[OAR 584-020-0040](#)

[OAR 581-021-0050 – 0075](#)



**GASB 54 RESOLUTION #061721E**

**Spending as it Relates to the Ending Fund Balance**

The Board of Education considers the spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

**Committed Fund Balances –**

The ending balances in the General Fund and in the PERS Fund are “**Committed**” in accordance with the purposes stated for this fund in the fiscal year 2021-2022 adopted budget:

**Restricted Fund Balances –**

Subfund 201 Board Reserve Ending Fund Balance, is restricted for future needs, such as would be caused by a revenue shortfall or unanticipated expenditures.

The ending balance of all grant related special revenue shall be designated as restricted for the sole uses intended by the granting authorities.

Subfund 202 Textbook Reserve is restricted for textbook expenditures.

**Debt Service Funds**

Funds are “**Restricted**” for payment of principal and interested related with the associated debt offerings.

**Capital Projects Fund Balances**

The capital project funds are restricted. QZAB funds are restricted by the requirements stated in the bond agreement documents.

The Excise Tax fund is restricted to capital improvement expenditures set forth by excise tax restrictions stated in Senate Bill 1036.

The SB1149 funds are restricted by the guidelines set for the in Senate Bill 1149

The Capital Projects Funds are restricted according to use of approved capital projects.

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**NOW THEREFORE the Board of Education for the North Santiam School District hereby makes the following designations of 2020-21 ending fund balances and revenues for specific uses in 2021-22 as described in Resolution #061721E**  
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**Resolution #061721E was approved this 18<sup>th</sup> Day of June 2020, by the North Santiam School District’s Board of Directors.**

\_\_\_\_\_  
Board Chair, Mike Wagner

\_\_\_\_\_  
Superintendent, Andy Gardner



**RESOLUTION ADOPTING THE BUDGET No.061721A**

BE IT RESOLVED that the Board of Directors of the North Santiam School District hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$62,284,330. This budget is now on file at 1155 N Third Avenue, Stayton Oregon.

**RESOLUTION MAKING APPROPRIATIONS - No. 061721B**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

<b>General Fund - 100</b>		<b>Special Revenue Fund - 200's</b>	
1000 Instruction.....	14,862,331	1000 Instruction.....	5,004,581
2000 Support Services.....	9,588,099	2000 Support Services.....	4,842,453
3000 Enterprise & Community Services	10,700	3000 Enterprise & Comm.....	91,746
4000 Facilities Acquisition/Construction	0	4000 Facilities Acq./Const ...	0
5100 Debt Service .....	119,720	5200 Transfers.....	130,000
5200 Transfers	50,000	6000 Contingency .....	776,791
5400 PERS UAL Bond Lump Sum Paym.	14,744,334		
Contingency.....	800,000	<b>Total.....</b>	<b>\$10,845,571</b>
<b>Total.....</b>	<b>\$40,175,184</b>		
<b>Debt Service Fund - 300's</b>		<b>Food Service Fund - 299</b>	
5100 Debt Service .....	4,300,664	3000 Enterprise & Comm.....	1,300,000
6000 Contingency .....	1,400,000	<b>Total.....</b>	<b>\$1,300,000</b>
<b>Total.....</b>	<b>\$5,700,664</b>		
<b>Internal Service Funds - 600</b>		<b>Capital Projects Fund - 400s</b>	
2000 Support Services.....	150,000	2000 Support Services.....	173,343
6000 Contingency.....	220,000	4000 Facilities Acquisition/Const	2,855,944
<b>Total.....</b>	<b>\$370,000</b>	5100 Debt Service	33,500
		6000 Contingency .....	300,000
		<b>Total.....</b>	<b>\$3,362,787</b>
<b>Trust and Agency Fund - 700</b>			
2000 Support Services.....	30,124		
<b>Total.....</b>	<b>\$30,124</b>		
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$61,784,330</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	500,000
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$62,284,330</b>

**RESOLUTION IMPOSING THE TAX No. 061721C**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-2022

- (1) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ 4.3973 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ \_\_\_\_\_ per \$1,000 of assessed value for local option tax;
- (3) In the amount of \$1,660,600 for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX No. 061721D**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the Education Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ **OR** \$ 4.3973/\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ \_\_\_\_\_/\$1000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ 1,660,600

The above resolution statements were approved and declared adopted on June 17,2021

\_\_\_\_\_  
Board Chair, Mike Wagner

\_\_\_\_\_  
Superintendent, Andy Gardner

Superintendent  
Andrew Gardner



1155 N 3<sup>rd</sup> Avenue  
Stayton, Oregon 97383

Phone: 503-769-6924  
Fax: 503-769-3578

**RESOLUTION TO AUTHORIZE APPROPRIATION TRANSFER  
100 GENERAL FUND – 2020-21 BUDGET  
June 17, 2021  
RESOLUTION 061721F**

WHEREAS, the Board of Directors for the North Santiam School District hereby authorizes the transfer of a budget appropriate in the general fund as follows

**APPROPRIATION REQUEST**

Reduce 100 Fund 6000 Planned Reserve Function by	\$800,000
Increase 100 Fund 5200 Transfer Function by	\$800,000

PURPOSE – To transfer unexpended one time funds out of the general fund into the Board Rainy Day Reserve and the Capital Projects Reserve.

Signed: Board Chair Mike Wagner

Date:

\_\_\_\_\_

\_\_\_\_\_

Signed: Superintendent

Date

\_\_\_\_\_

\_\_\_\_\_

### **Student Representative to the Board**

The Board recognizes and values student input in the decision-making process. To support and encourage student participation, the board may allow up to two student representatives to serve as advisory members of the Board.

Student representatives will have the same privileges of discussion as apply to all Board members but may not cast votes on any motions.

Student representatives may not attend executive or emergency sessions.

The Board reserves the right to remove a student representative or end the program if issues transpire that lead members to determine it (or an individual) has become counter-productive to the guiding principles of the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

## **Student Representatives to the Board**

The Board recognizes and values student input in the decision-making process. To support and encourage student participation, the Board may allow up to two student representatives to serve as advisory members of the Board.

### **Eligibility Requirements**

1. Student representatives must attend Stayton High School as full-time students in the 10th or 11th grade during the application process. Student representatives shall be in 11th or 12th grade during their one-year service period.
2. Student representatives must be able to serve for the period of September 1 through June 30.
3. Student representatives must complete the selection process in full, including the Student Representative to the Board Application Form and interviews with a board sub-committee. Applications forms are due to the school principal by June 1st.

### **Selection Process**

1. Student representatives will be nominated by the principal of Stayton High School.
2. The principal will consider recommendations from the student body and faculty.
3. Upon receiving a nomination, interested candidates must complete the Student Representative to the Board Application Form/Essay and return it to the principal before June 1st.
4. Principal-approved application forms will be reviewed by a board member panel and interviews may be conducted to determine which candidate(s) will be the best fit.
5. The Board may select up to two candidates to serve in equal advisory positions.
6. If a student representative is removed as a board member or abdicate their position voluntarily, the principal may be asked to select a replacement to complete that representative's term.

### **Board Responsibilities**

1. Provide space at the board table for one student representative during all regular sessions. Special sessions can be attended at the student's discretion. Student representatives are not allowed to attend executive or emergency sessions.

2. Allow student representatives the same privileges of discussion that apply to all Board members. Student representatives may make advisory recommendations but may not cast votes on any motions.
3. Provide notice of meetings, the agenda and appropriate agenda materials for regular sessions.
4. Continuously monitor the performance of student representative during board meetings or other board functions.
5. Assign one or more Board member to mentor student representatives regarding Board member roles, responsibilities, etiquette and protocol.
6. Remove a student representative or end the program if issues transpire that lead members to determine it (or an individual) has become counter-productive to the guiding principles of the Board.

### **Student Representative Responsibilities**

1. Attend monthly regular session board meetings and any special sessions that are deemed necessary. Transportation to and from meetings is the responsibility of the student.
2. Read the board packet and be prepared to discuss agenda items.
3. Speak to the interests of the Stayton High School students in a manner that is appropriate and respectful to all members the Board, school faculty and members of the audience.
4. Maintain confidentiality while serving as a liaison between the Board and the student body.
5. Meet with the superintendent and/or board secretary as needed.
6. Read and sign the board protocol.
7. Take the following Oath of Office:

*“I \_\_\_\_\_, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the North Santiam School District, and will discharge the duties of Student Representative to the NSSD Board to the best of my ability”.*

**Student Representatives to the Board Application Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Attach a short essay addressing the following questions:

1. Why would you like to be a Stayton High School Student Representative to the School Board?
2. What activities have you been involved in while at Stayton High School?
3. What involvement have you had in the Stayton community? Please include employment history, volunteer opportunities or other civic involvement.
4. What impact did those activities have on you?
5. If there is one thing about the North Santiam School District that you could change, what would it be and why? Do you have any ideas on how to make it happen?
6. If there is one thing about Stayton High School that you could change, what would it be and why? Do you have any ideas on how to make that happen?
7. Is there anything else about yourself that you would like the Board to know?

Not including the SHS principal or an immediate family member, please list two other adult references:

Name	Relationship	Years Known	Contact Phone and/or Email

Please return your application materials to the Stayton High School principal no later than June 1st. You will be notified of the status of your application no later than June 30th.

# North Santiam School District

Code: CBA  
Adopted: 7/01/96  
Revised/Readopted: 11/25/96; 8/16/07; 8/15/13;  
12/14/17  
Orig. Code: CBA

## Qualifications and Duties of the Superintendent

(Version 1)

(OSBA has deleted this version, consider adopting proposed)

### Qualifications

The superintendent shall possess or have the ability to obtain:

1. A current Oregon administration license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
2. Successful experience as an educational leader and administrator;
3. A master's degree or higher in educational leadership, supervision or administration;
4. Prior experience at the central office level in public school leadership or in a school administrative position;
5. Prior experience as a teacher/principal preferred at all levels, grades K-12;
6. Additional experience in personnel law, school finance, curriculum and instruction, technology, special education, maintenance and facilities;
7. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161;
8. Have successful experience as an educational leader and administrator and any other qualifications as determined by the Board.

### Job Goal

The superintendent will provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

### Supervision

The superintendent supervises central office administrators and school principals; and through them, all district personnel. The superintendent reports to the Board.

### Performance Responsibilities

1. The superintendent shall act as the chief executive officer of the Board.
2. The superintendent is responsible for carrying out all policies, rules and regulations established by the Board.
3. In cases of matters not specifically covered by board policies, he/she shall take appropriate action and report such action to the Board not later than the next regular meeting.
4. All individuals employed by the Board, except the auditor and legal counsel, are responsible to the superintendent.
5. The superintendent shall make such rules and regulations and give such instructions to school employees as may be necessary to make policies of the Board effective. He/she may delegate responsibilities and assign duties. Such delegation and assignments shall not relieve the superintendent of final responsibility for actions of subordinates.
6. Except when matters pertaining to his/her re-employment are being considered by the Board, the superintendent or his/her designated representative, shall be present at all meetings of the Board.
7. The superintendent shall be responsible for preparing and submitting to the Board and budget committee, the budgets for all funds of the district.
8. In accordance with the policies of the Board, the superintendent shall have power, within the limits of appropriations of the budget approved by the Board, to approve and direct all purchases and expenditures.
9. The superintendent shall recommend the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed and administrative employees as provided by law.
10. The superintendent shall recommend policy adoptions and revisions to the Board.
11. The superintendent shall report the progress of employee collective bargaining, review tentative agreements with the Board as the negotiator for the district and recommend final agreements for Board approval.
12. The superintendent shall appoint, assign, transfer, promote, demote or discharge classified personnel and nonrepresented employees as provided by state law, board policy, collective bargaining agreements and/or meet and confer agreements for employment or dismissal, as applicable.
13. The superintendent shall study, formulate and recommend for board adoption necessary policies and policy changes.
14. The superintendent shall provide professional leadership for the educational program of the district. He/she shall formulate necessary developments in educational policies and present them to the Board for its consideration. The superintendent shall develop a system for regularly reporting to the Board all aspects of the district's educational program, including but not limited to, State Standards Report and Spring Student Achievement Report.
15. The superintendent shall formulate and administer means of evaluating the efficiency of each staff member and report findings to the Board at least once a year.

16. The superintendent is responsible for the development of a plan for maintenance, improvement or expansion of buildings and sites needed to provide for an adequate educational program. He/she shall work with architects as selected by the Board.
17. The superintendent is responsible for planning a means of keeping the community informed about district matters and monitoring feedback from the community. He/she shall serve as a representative of the district before the public.
18. The superintendent shall consult with the Board regarding annual and long-range goals for the district.
19. The superintendent shall submit to the Board an annual report of the operation of the school system. Special reports asked for by the Board shall be submitted by him/her within a reasonable time.
20. The superintendent shall keep a continuous inventory of all property, furniture and materials of the district.
21. The superintendent shall, in accordance with approved budget, attend such local, state and national meetings, conferences and workshops that he/she deems beneficial to the interests of the district.
22. The superintendent shall be responsible for the development, maintenance and operation of the constructive program of in-service training and education for all employees of the district, and for this service he/she shall have the power under budget control to employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses, and develop professional library facilities, as required.
23. The superintendent will update the Board regarding state, federal and local laws and regulations that have specific applicability regarding the Board's legal responsibility and exposure.
24. The superintendent shall work with committees appointed by the Board to study special problems of the district.
25. The superintendent and/or other administrators designated by him/her shall serve each year on the negotiation teams of the Board.
26. The superintendent shall be bonded.
27. The superintendent shall establish and maintain harmonious relationship with students, fellow employees and the general public.
28. The superintendent will use legal counsel in governance and procedures to avoid civil and criminal liabilities.
29. The superintendent shall perform other duties as assigned by the Board.

**Values and Ethics of Leadership**

1. The superintendent will exhibit multicultural and ethnic understanding and sensitivity.
2. The superintendent will manifest a professional code of ethics and demonstrate personal integrity.

3. The superintendent will model accepted moral and ethical standards in all interactions.
4. The superintendent will explore and develop ways to find common ground in dealing with difficult and divisive issues.

### **Labor Relations**

1. The superintendent will develop bargaining strategies based upon collective bargaining laws and processes.
2. The superintendent will identify contract language issues and propose modifications.
3. The superintendent will establish productive relationships with bargaining groups while managing contracts effectively.

### **Communications and Community Relations**

1. The superintendent will work collaboratively with local governments, other colleagues, professional organizations, business and community groups in furthering educational goals.
2. The superintendent will clearly articulate the district's vision, mission and priorities to the community and the media.
3. The superintendent will demonstrate effective communication skills (i.e., written, verbal and nonverbal contexts, formal and informal settings, large and small group and one-on-one environments).
4. The superintendent will demonstrate mediation and conflict resolution skills.
5. The superintendent will establish effective district/community relations, district/business partnerships and public service.
6. The superintendent will understand the role of media in shaping and forming opinions as well as how to work with media.

### **Organizational Management**

1. The superintendent will allocate and manage all resources to ensure successful student learning.
2. The superintendent will demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring.
3. The superintendent will articulate budget complexities to the public in a respectful and understandable manner.
4. The superintendent will demonstrate the ability to use technology to enhance administer business, student and other information and support systems.
5. The superintendent will develop and monitor long-range plans for the district's technology and information systems.

6. The superintendent will demonstrate knowledge of district facilities and develop a process that builds internal and public support for facility needs, including bond issues.

### **D Instructional and Human Resources Leadership**

1. The superintendent will involve faculty and stakeholders in the enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.
2. The superintendent will implement appropriate safety and security practices in schools.
3. The superintendent will establish instructional strategies that include cultural diversity and differences in learning styles.
4. The superintendent will demonstrate use of system and staff evaluation data for personnel policies, decision making, promotion of career growth and professional development.
5. The superintendent will identify and apply appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity.

### **District Goals**

1. The superintendent shall promote academic rigor that focuses on learning and academic success for all students.
2. The superintendent will insure that all school environments support student learning, promote positive behavior and are places where students want to be.
3. The superintendent will take action to promote community involvement and clarify the district's mission.
4. The superintendent will support actions to enhance student access and success through the improvement of its facilities.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-020-0000 - 0035](#)  
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

# North Santiam School District

Code:  
Adopted:

CBA

## Qualifications and Duties of the Superintendent

(Version 2)

*{Braced guidance to be removed prior to adoption.}*

*OSBA has reduced the number of samples of this policy from four to one. Each of the four current versions outline the qualifications for a superintendent, followed by lists of expectations and responsibilities. Districts do not need to delete their current version simply because it does not match this policy, rather OSBA recommends that boards review their current policy and this sample to determine what works best for the district. While many of the provisions in this policy are rooted in law, they are not required to be included in this policy; the district has discretion of what to include here. OSBA recommends the board review the superintendent's contract and evaluation materials to ensure there are no inconsistencies or contradictions.}*

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district<sup>{1}</sup>;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;

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<sup>{1}</sup> Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

### **General Functions**

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

### **Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;{<sup>2</sup>}
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

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{<sup>2</sup> Review policy BDDC to ensure consistency.}

13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-020-0000 - 0035](#)  
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

The Board requires the superintendent to be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district { };
2. ~~A master's degree or higher in the field of education, preferably in educational administration;~~
3. ~~Successful teaching experience at the elementary or secondary school level;~~
4. ~~Service as a superintendent or administrative experience in the central administration of a school system;~~

In lieu of the ~~experience and training~~ requirements above, the Board may consider an individual who meets alternative licensure requirements as a candidate for its superintendent's position ~~an individual who meets alternative licensure requirements~~. The Board may take steps to assist an individual to qualify for such a license.

The ideal candidate for superintendent will have the following personal and professional qualities:

5. Ability to craft and share vision, factoring in an astute understanding of stakeholder views and motivations;
  6. Success in leadership roles with staff, community and professional peers ~~Passion stemming from a strong connection to the mission of education based on inclusion and equity;~~
  7. Ability to adapt proactively based on a mindset that learns from the past, navigates challenges, anticipates and embraces obstacles;
  8. Decisiveness based on active listening, multiple points of view and appropriate, best available data;
  9. Emotional intelligence demonstrated by self-confidence with a willingness to be vulnerable, ego tempered by curiosity and empathy, grit and effective communication skills;
  10. Aptitude for motivating and managing people based on ability to connect to the culture, read and engage staff to have impact, develop and coach improvements and empower their own leadership – all while navigating Human Resource best practices and collective bargaining.
  11. Ability and aptitude for effective relationship building with internal and external stakeholders;
  12. Track record of high performance and potential based on demonstrated fundamental management skills, follow-through and results.
6. ~~Ability to communicate effectively, both orally and in writing;~~
  7. ~~Scholarship, intelligence and excellent ability to plan and organize;~~
  8. ~~Training, experience and success in personnel selection, evaluation and development;~~
  9. ~~Knowledge of curriculum development, implementation and evaluation;~~

**Commented [I1]:** I think we only need the first requirement, TSPC requirements for licensure take care of the rest.

**Commented [I2]:** Qualities of effective managers or CEOs seem more important to look for rather than content of previous list.

10. Knowledge of business and support service systems which facilitate planning, control and accountability;

11. Experience in administering collective bargaining agreements;

12. Ability to motivate other administrators and significantly involve them in the decision-making process;

13. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

**NSSD Enrollment Totals as of 6/11/21**

School Name	Grade	March '20	Oct '20	Nov '20	Dec '20	Jan'21	Feb '21	March '21	April '21	May '21	June '21
MARI-LINN ELEMENTARY	KG	21	14	14	14	14	14	14	14	14	14
MARI-LINN ELEMENTARY	1	21	14	13	13	14	14	13	13	13	13
MARI-LINN ELEMENTARY	2	23	18	18	17	17	17	17	17	17	17
MARI-LINN ELEMENTARY	3	25	17	15	15	15	15	16	16	17	17
MARI-LINN ELEMENTARY	4	29	17	16	16	16	17	17	16	16	16
MARI-LINN ELEMENTARY	5	26	26	24	25	25	25	24	24	24	24
MARI-LINN ELEMENTARY	6	23	23	22	22	22	22	23	23	23	22
MARI-LINN ELEMENTARY	7	26	19	18	18	18	18	21	21	22	22
MARI-LINN ELEMENTARY	8	22	15	15	16	15	15	19	19	20	20
<b>MARI-LINN ELEMENTARY</b>	<b>ALL</b>	<b>216</b>	<b>163</b>	<b>155</b>	<b>156</b>	<b>156</b>	<b>157</b>	<b>164</b>	<b>163</b>	<b>166</b>	<b>165</b>
NSSD OPTIONS ACADEMY	KG	N/A	12	11	10	9	9	9	8	8	8
NSSD OPTIONS ACADEMY	1	N/A	11	11	11	10	10	10	9	9	9
NSSD OPTIONS ACADEMY	2	N/A	2	2	2	4	4	2	2	2	2
NSSD OPTIONS ACADEMY	3	N/A	9	11	8	9	7	7	7	7	7
NSSD OPTIONS ACADEMY	4	N/A	5	10	10	10	6	5	5	5	5
NSSD OPTIONS ACADEMY	5	N/A	5	6	5	4	3	3	2	2	2
NSSD OPTIONS ACADEMY	6	N/A	7	4	3	3	3	1	1	1	1
NSSD OPTIONS ACADEMY	7	N/A	5	3	3	3	3	1	2	2	2
NSSD OPTIONS ACADEMY	8	N/A	17	14	15	14	10	9	9	9	8
NSSD OPTIONS ACADEMY	9	N/A	7	7	5	5	4	3	3	3	3
NSSD OPTIONS ACADEMY	10	N/A	10	10	12	13	10	9	9	9	9
NSSD OPTIONS ACADEMY	11	N/A	16	18	16	15	12	12	12	14	14
NSSD OPTIONS ACADEMY	12	N/A	6	7	7	7	6	6	6	23	24
<b>NSSD OPTIONS ACADEMY</b>	<b>ALL</b>		<b>112</b>	<b>114</b>	<b>107</b>	<b>106</b>	<b>87</b>	<b>77</b>	<b>75</b>	<b>93</b>	<b>94</b>
STAYTON ELEMENTARY	PreK-3	N/A	N/A	N/A	N/A	N/A	2	2	4	3	3
STAYTON ELEMENTARY	PreK-4	N/A	N/A	N/A	N/A	N/A	15	16	14	16	16
STAYTON ELEMENTARY	KG	90	72	72	73	73	75	74	77	77	77
STAYTON ELEMENTARY	1	112	71	72	72	72	71	72	73	74	74
STAYTON ELEMENTARY	2	90	98	95	95	92	95	97	97	98	99
STAYTON ELEMENTARY	3	86	77	72	74	74	75	76	76	78	77
<b>STAYTON ELEMENTARY</b>	<b>ALL</b>	<b>378</b>	<b>318</b>	<b>311</b>	<b>314</b>	<b>311</b>	<b>333</b>	<b>337</b>	<b>341</b>	<b>346</b>	<b>346</b>
STAYTON HIGH	9	189	187	183	184	182	183	186	186	188	188
STAYTON HIGH	10	205	186	183	181	182	184	184	186	187	187
STAYTON HIGH	11	174	180	174	175	174	176	178	176	177	177
STAYTON HIGH	12	181	149	142	140	138	136	137	128	125	119
Winema/Early College GED thru 4/21			27	44	47	47	44	44	49	36	35
<b>STAYTON HIGH SCHOOL</b>	<b>ALL</b>	<b>*749</b>	<b>729</b>	<b>726</b>	<b>727</b>	<b>723</b>	<b>723</b>	<b>729</b>	<b>725</b>	<b>713</b>	<b>706</b>
STAYTON INTERMEDIATE	4	83	67	68	68	67	68	67	68	69	69
STAYTON INTERMEDIATE	5	102	70	70	70	71	72	70	71	73	72

STAYTON INTERMEDIATE	ALL	185	137	138	138	138	140	137	139	142	141
STAYTON MIDDLE	6	138	94	95	97	95	97	98	99	101	101
STAYTON MIDDLE	7	108	126	126	127	127	128	126	127	128	127
STAYTON MIDDLE	8	136	104	107	108	107	108	107	108	110	110
STAYTON MIDDLE	ALL	382	324	328	332	329	333	331	334	339	338
SIS/SMS TOTAL	ALL	567	461	466	470	467	473	468	473	481	479
SUBLIMITY	KG	45	25	23	23	24	24	24	24	24	24
SUBLIMITY	1	36	40	38	38	36	36	35	37	39	39
SUBLIMITY	2	43	34	36	36	36	36	35	34	34	34
SUBLIMITY	3	42	39	40	39	38	39	36	37	38	38
SUBLIMITY	4	42	45	37	37	38	40	42	41	41	41
SUBLIMITY	5	42	46	44	44	45	44	42	42	43	43
SUBLIMITY	6	45	40	38	38	39	39	37	36	36	36
SUBLIMITY	7	57	42	41	39	39	39	39	39	40	40
SUBLIMITY	8	34	48	48	48	48	51	49	50	51	51
SUBLIMITY	ALL	386	359	345	342	343	348	339	340	346	346
NSSD	<b>TOTAL</b>	<b>*2296</b>	<b>2142</b>	<b>2117</b>	<b>2116</b>	<b>2106</b>	<b>2121</b>	<b>2114</b>	<b>2117</b>	<b>2145</b>	<b>2136</b>
NSSD Students Enrolled in Virtual Schools				<b>111</b>	<b>106</b>	<b>**109</b>	<b>**116</b>	<b>113</b>	<b>109</b>	<b>109</b>	<b>108</b>
NSSD students registered with WESD to homeschool				<b>197</b>	<b>198</b>	<b>200</b>	<b>199</b>	<b>199</b>	<b>189</b>	<b>188</b>	<b>188</b>

\* The March 2020 Board report showed an NSSD total of 2262. This included 34 students who were attending off campus for programs such as Early College, Winema or GED. Starting in 2020-21, those students will continue to be included in the NSSD total but will be subtracted from the individual grade level numbers in Stayton High School.

\*\*The increase occurred because students who were previously enrolled with an online charter school recently moved in the NSSD boundaries

The Feb '21 totals that appeared in the 02.18.21 meeting materials appear to be slightly inflated due to possible data inconsistencies as students moved in/out out the end of the semester. They have been corrected now and are indicated in red.

The changes in enrollment were due to all students enrolled in the GED program being moved to Options Academy.



North Santiam School District  
**BOARD OF DIRECTORS**

**SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR**

Version 2, Updated 12/02/20

**These agenda items typically occur every month so have not been repeated below:**

1. Spotlight/Recognition/Awards *(may not occur every month)*
2. Reports:
  - ASB Report-ASB President or designee
  - Superintendent's Report
  - Business Director's Report
  - Community Engagement Committee Report
  - Student Success Act –Supt or Assoc Supt
  - Informational Reports including: field trips, enrollment & upcoming events
3. Approval of Meeting Minutes & Licensed Staff Changes
4. First and/or second readings of updates to NSSD board policies

**These items may appear as needed but may not happen at the same time every year:**

1. Long Range Facility Master Planning Committee/Bond Planning
2. OSBA (in-house) training or other group learning opportunities
3. Budget Appropriations/Funding Resolutions
4. Curriculum Adoptions

**July**

**Traditional Location: Santiam Room**

**Annual Agenda Items:**

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2022) Approve Board/District Goals – every three years
3. Supt. Evaluation Document Approval
4. Approval of Board Operating Protocol
5. Annual Organizational Agenda Items (list copied from OSBA website)  
*(the Annual Organizational Items must occur before July 31 but can be done in June during a non-election year, if the Board chooses to not have a July meeting)*

- Swear in recently elected and appointed directors, who must take an oath of office before assuming duties. Elect the board chair and vice chair. (ORS 332.005(2), 332.040)

*\*\*\*if a new student representative has been selected, they can swear in during the month of the first meeting they attend\*\**

- Make sure the following positions are designated:
  - Chief administrative officer (the superintendent) as school district clerk or another individual, if there is no chief administrative officer. (ORS 332.515)
  - Business manager or deputy clerk, or both.
  - Custodian of funds who will sign checks or, if the school board so authorizes, utilize a facsimile signature for that purpose. (ORS 328.441, 328.445)
  - Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. (ORS 294.331)
  - Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. (ORS 328.465, 327.137, 297.405)
  - Legal counsel.
- Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
- Set a borrowing limit for the custodian of funds.
- Establish dates, time and place of regular monthly board meetings.
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Review status of Local Public Contract Review Board and rules. (ORS 279A.060)
- Under new business:
  - Appoint members of standing committees.
  - Approve personnel changes.
  - Approve contracts for payment. (ORS 332.075(2-3))

## **Other Activities/Events**

- OSBA Annual Conference (Bend)
- SummerFest (last Saturday in July)

## August

### **Traditional Location: SES Cafeteria**

#### **Leadership Team Goal Workshop (early August)**

1. Review standing Board/District Goals and present any new Board strategies
2. Receive end of year reports & upcoming year goals from NSSD Leadership Team

### **Traditional Location: Santiam Room**

#### **Regular Session Annual Agenda Items:**

1. Projected Student Enrollment
2. New Excise Tax Rate Approval
3. Board members choose their “buddy school”
4. TELL Survey Results

## **Other Activities/Events**

- Safe Schools Training on Mandatory Reporting (online)

- Welcome Back to School-Staff (last week in August)
- Back to School Open Houses (see school calendars for dates)

## September

### **Traditional Location: Santiam Room**

#### **Annual Agenda Items:**

1. Possible nominations for NSSD board member wishing to run for an OSBA board position
2. TAG Program Report
  - a. Number of Student Identified and the screening process
  - b. Supports/Programs offered
3. Previous Stayton High school year data
  - a. Graduation/Completer rates
  - b. On-Track to Graduate rates for upcoming 10-12 graders
  - c. College Credits Earned
  - d. CTE Enrollment (demographics if possible)
  - e. Percentage of Students Involved in Co-Curricular Activities
  - f. Percentage of Students Involved in Activities/Clubs with Service

#### **Other Activities/Events**

- Safe Schools Training on Mandatory Reporting-due to be completed this month

## October

### **Traditional Location: Santiam Room**

#### **Annual Agenda Items:**

1. Stayton Booster Club Report (projects, membership, etc) - Club President
2. Division 22 Report-Assoc. Superintendent
3. Professional Development Report – Assoc. Superintendent or designee
4. Evaluation of Ed Effectiveness (findings from teacher observations)-Supt or designee

#### **Other Activities**

- State-Wide Licensed In-Service Day
- Lyons Fire Dept Chili Cook-off
- OSBA Regional Meetings

## November

### **Traditional Location: Santiam Room**

#### **Annual Agenda Items:**

1. Exit Interview Survey Results (Oct or Nov)- HR Director

2. OSBA Elections
3. Leadership Team Current Year Goal Update (in report form)
  - SHS Report should include On-Track to Graduate percentages
4. Master Facilities Plan Review and Revisions—Facilities Director
5. State/District Report Cards-Assoc Supt (Nov or Dec)

### **Other Activities/Events**

- OSBA Annual Conference

## December

### **Traditional Location: Santiam Room**

#### **Annual Agenda Items:**

1. District-wide AVID Report – District AVID Coordinator/Assoc Supt.
2. Special Education Report -Special Ed Director
  - a. Must include the Abbreviated School Day Notice & Acknowledgement (see ISST)

## January

### **Traditional Location: Stayton Middle School**

#### **Annual Agenda Items:**

1. Board Appreciation Month-Staff/Schools
2. School Spotlight-School Admin
3. WESD Local Service Plan Approval (every 2 years)-Superintendent
4. Proposed List of Budget Committee Members and Budget Calendar-Business Director
5. Audit Review-Business Director (may also be joined by reps from auditing firm)
6. Current Year Goals Progress -Superintendent

### **Other Activities/Events**

- Classified In-Service Day

#### **Board Secretary Tasks:**

- File notice of district board election ([see Marion Co Calendar for deadline](#))
- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

## February

**Traditional Location: Stayton Elementary School**

**Annual Agenda Items:**

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (in March)
3. Approval of Budget Committee Members and Calendar-Business Director
4. Leadership Team Current Year Goal Updates (in written form)
  - SHS Report should include On-Track to Graduate percentages

**Board Secretary Tasks:**

- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

**Other Activities/Events**

- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet
- Booster Club Annual Auction

## March

**Traditional Location: District Office/Santiam Room**

**Special Session:( first week in March)**

1. Renewal of Contracts (Licensed/Administrative)

**Traditional Location: Mari-Linn School**

**Regular Session Annual Agenda Items:**

1. School Spotlight-School Admin
2. School Calendar Adoption (typically between now and May)
3. Superintendent Evaluation Forms to Board members
4. Projected Enrollment for Budget (review of 2<sup>nd</sup> period ADM)-in Bus. Director's report

**Board Secretary Tasks:**

- Distribute Evaluation Forms/Links to Board members
- Provide Reminder of Board Elections Filing Due Date (if applicable)

## April

**\*Prior to April meeting, the individual scores from the Supt Eval must be compiled so they are available to review during the meeting\* - Board Volunteer or Board Secretary**

**Traditional Location: Sublimity School**

### **Annual Agenda Items:**

1. School Spotlight-School Admin
2. Adopt resolution for Teacher Appreciation Week (first week of May)
3. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
4. (Next Applicable 2022) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July – only done every three years.
5. (Next Applicable 2021) Discuss timelines for board self-evaluation (ever two years). The process should be completed by the June board meeting.
6. Review Consolidated Scores~ Superintendent Evaluation (Board only/Exec session)

### **After April Meeting**

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

### **Board Secretary Tasks**

- Coordinate with current student board representative and SHS admin to announce the student representative position opening for the upcoming school year. Applications should be submitted to the principal by June 1<sup>st</sup>.
- After meeting, send Board self-evaluation forms

## May

**Traditional Location: Stayton High School**

### **Prior to Board Meeting:**

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

### **Annual Agenda Items:**

1. School Spotlight-School Admin
2. Student awards @ SHS-Valedictorian, Salutatorian, Future First Citizen

3. Board Awards – Santiam, Jack Adams, Community Partner, Eagle Award (as recommended by the Community Engagement Committee)
4. WESD Local Service Plan List of Services Taken-Supt or Business Director
5. Establish the number of student transfer requests into the District for coming year
6. Review results of annual parent survey
7. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
8. Approve contract extension of Superintendent

**Board Secretary Tasks**

- Coordinate with current student board representative and SHS admin to collect student representative applications for the upcoming school year. Applications should be submitted to the principal by June 1<sup>st</sup>.

**June**

**Traditional Location: Santiam Room**

**Special Session/Budget Hearing (prior to Regular Session):**

Review of Budget Documents/Resolutions: Business Director

**Regular Session Annual Agenda Items:**

1. Budget Approval
2. Resolution~ Budget Reserves (DBDB)-Business Director
3. Professional Development Report – Assoc. Superintendent or designee
4. Select student representative to the school board for following year
5. Community Wide Activities in Schools for Previous Year (in written report)
6. Goal Workshop Prep (discuss who can attend, who will present)