Alsea School Board Meeting

Monday, June 8, 2026 6:00 PM
Staff Room, 301 S 3rd St, Alsea, OR 97324

1. **Call to Order**
a. Flag Salute
b. Approval of Agenda
2. **Consent Agenda**
a. Approval of Minutes
i. 5.11.2026 - Alsea Budget Committee Meeting Minutes

Alsea Budget Committee Meeting
Monday, May 11, 2026
6:00 PM
Staff Room

Alsea School District 7J
301 South 3rd Street
Alsea, OR 97324
541.487.4305

Board Members Present: Risteen Follett, Jamie Olsen, Soren Rounds, Russ Ceperich, George Laiblin

Board Members Absent: None

Budget Committee Members Present: Tracy Foster, MacKenzie Webb, Cheryl VanLeuven

Budget Committee Members Absent: Kathi Gamler

Staff Present: Stacy Knudson, Stephanie Lewis, Lora Nickle

Present Online: Community and Staff members attended online

1. **Call to Order: 6:01PM**
   a. Flag Salute
2. **Consent Agenda**
   a. 04.21.2026 Budget Committee Meeting Minutes
   Jamie Olsen motioned to accept the Consent Agenda as presented. Russ Ceperich seconded the motion. Motion carried 7-0.
3. **Proposed 2026-27 Budget**
   The committee confirmed that all previous question have been answered by Stephanie Lewis. There were no further questions.
4. **Public Comment:** None
5. **Board Reflection / Comment –**
   Risteen Follett confirmed that additional funds have been moved to the Capital Improvements. Stacy Knudson confirmed that they have.
6. **Additional meeting May 26, 2026, if necessary** – Not needed.
7. **2026-27 Budget Approval Resolution**
   Tracy Foster read the 2026-27 Budget Approval Resolution. The document is available online.
8. **Meeting Adjourn: 6:06 PM**

_____

Risteen Follett, Board Chair Date

_____

Stacy Knudson, Superintendent Date

ii. 5.11.2026 - Alsea School Board Meeting Minutes

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301 South 3rd Street
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Board Members Present: Risteen Follett, Jamie Olsen, Russ Ceperich, George Laiblin, Soren Rounds

Board Members Absent: None

Staff Present: Stacy Knudson, Stephanie Lewis, Lora Nickle

Budget Committee Members Present: Tracy Foster, MacKenzie Webb, Cheryl VanLeuven

Budget Committee Members Absent: Kathi Gamler

Present Online: Additional staff and community members were present online

1. **Call to Order: 6:12 PM**
   a. Approval of Agenda

   The agenda is approved with the removal of Katelyn Schmidt who was approved at the 4.13.2026 meeting

2. **Consent Agenda**
   a. Approval of Minutes
      i. 4.13.2026 School Board Meeting minutes
   b. Month End Reconciliation & Financial Board Report
   c. Hires:
      Katelyn Schmidt, CTE Teacher
      Reagan Larson, MS/HS Math Teacher
      Shane Mount-Rubenfeld, MS Teacher
      Patrick McKnight, Boys B-Ball Head Coach
      Shawn Webb, Boys B-Ball Assistant Coach
   d. Resignations:
      Ricki Hendrix, Teacher
      Catherine Ellis, Teacher

   Jamie Olsen motioned to approve the agenda with the redaction of Katelyn Schmidt who was approved at the 4.13.2026 meeting. Russ Ceperich seconded the motion. Motion carried 5-0

3. **Patron Comments:** None

4. **Reports**
   a. Superintendent / K-12 Principal Reports
      i. Enrollment Report
      ii. Regular Attenders

   Stacy Knudson presented her report to the Board. The documents are available online. The board discussed.

   b. K-5 LaHO Principal Report

   Heather Shunk presented her report to the Board. The document is available online. The Board asked clarifying questions.

   c. Business Manager Report

   Stephanie Lewis presented her report to the Board. The documents are available online. The Board did not have any questions.

d. Safety Committee Report

Lora Nickle presented the results from the spring visit our Risk Management Insurance, WHA. She let the Board know that the document was shared with staff. She also let the Board know that the area of the Science classroom will be taken care of after the end of the school year. The Board asked questions.

5. **New Business**

a. 2026-27 Proposed Budget Approval

Risteen Follett stated that there were to Budget Committee sessions with the second meeting being very concise. She read the 2026-27 Budget Approval Resolution into record.
Jamie Olsen motioned to approve the 2026-27 Budget Approval Resolution as presented. George Laiblin seconded the motion. The Board did not have any further questions. Motion carried 5-0.

b. Superintendent Evaluation Summary

Risteen Follett read the Superintendent Evaluation Summary into record.
Jamie Olsen motioned to approve the Superintendent Evaluation Summary as presented. Russ Ceperich seconded the motion. The Board discussed briefly. Motion carried 5-0.

c. Alsea Charter Renewal

Stacy Knudson presented to the Board that the renewal process is underway with a June 30, 2026 deadline. The Board discussed at length.

d. Kings Valley Bussing Contract

Stacy Knudson let the Board know that the Kings Valley Charter school has approached Alsea with the possibility of managing their bussing. Diana Barnhart from Kings Valley was present online to answer any questions the Board had. Meetings are continuing between Kings Valley Charter and Alsea's transportation department.

e. International Travel Co-Op

Stacy Knudson spoke to the Board about the opportunity for our students to visit other cultures that they may otherwise not be able to do. The first informational meeting is Wednesday, May 13th. MacKenzie Webb spoke to her experience with Educational Tours who organized her HS trip to Washington DC and New York. The Board asked clarifying questions and discussed at length.

f. LBLESD Service Contract 2025-27, Fall 2025 Revision

Stacy Knudson spoke to the Board about some of the services that Alsea has used in the past such as the Alsea SD website, moving to Apptegy and Cleaver that we will no longer need. The Board discussed.
Jamie Olsen motioned to approve the LBLESD Service Contract 2025-27, Fall 2025 Revision as presented. Russ Ceperich seconded the motion. The Board did not have any further questions. Motion carried 5-0.

6. **Old Business -** None

7. **First Reading *(Shaded words are new/strikethroughs are deleted)**

a. BBAA - Board Member's Authority and Responsibilities

b. BBAA - Individual Board Member's Authority and Responsibilities - DELETE

c. BBE - Vacancies on the Board, DELETE

d. BBE - Vacancies on the Board

e. BCE - Board Committees - DELETE

f. BCE - Board Committees

g. BCF - Advisory Committees to the Board - DELETE

h. BD - Board Meetings, Notices and Communications

i. BD/BDA - Board Meetings - DELETE

j. BDC - Executive Sessions

k. BDC - Executive Sessions - DELETE

l. BDD- Board Meeting Procedures - DELETE

m. BDD - Board Meeting Procedures

n. BDDC - Board Meeting Agenda – DELETE

o. BDDC - Board Meeting Agenda

Soren Rounds asked if this means that the Board would now have to approve any agenda changes with a roll call vote. Risteen Follett stated that Alsea currently does this at the beginning of Board Meetings.

p. BDDG - Minutes of Board Meetings - DELETE

q. BDDG - Recordings and Minutes of Board Meetings

r. CBG - Evaluation of the Superintendent

s. EBB - Integrated Pest Management

Jamie Olsen asked what position would be delegated?

t. GAA - Personnel Definitions – DELETE

Jamie Olsen is curious as to why this policy is being deleted. She feels that this information is good for the general public who does not know the difference in the positions. Risteen Follett noted that these guidelines apply to all employees now, not just certified employees.

u. GBA - Equal Employment Opportunity

v. GBN/JBA - Sexual Harassment

w. JBA/GBN - Sexual Harassment

Risteen Follett clarified that as any further questions arise the Board will email Stacy Knudson directly.

8. **Second Reading -** None

9. **Board Comments**

Russ Ceperich stated that he will recluse himself if anything that the Legislature puts into place that goes against his personal beliefs. He also stated that he enjoyed attending the track meet in Crow to watch our students.

10. **Future Agenda Items -** None

11. **Key Dates**

May 19, Sculpting Spirit Animals @ 3:30
May 15, 2026-27 Student Registration Opens
May 15, FFA Banquet @ 5:30 PM, Gym
May 16, Cow Drop @ 12:00 PM
May 20, Student Registration Open Lab @ 5:00-7:00 PM, School Library
May 20, 6th Grade Success Event @ 5:00-5:50 PM, School Library
May 20, 9th Grade Success Event @ 6:00-7:00 PM, School Library

May 25, Memorial Day - No School
May 27, Senior Banquet @ 7:00 PM, Gym
May 29, School In Session
June 8-11, Senior Trip, Sunriver
June 12, Graduation @ 7:00 PM
June 17, Last Day of School KG-11th grade

12. Adjournment – 7:25

b. Month End Reconciliation & Financial Board Report

MONTH END RECONCILIATIONS AND FINANCIAL REVIEW

REPORT Month: **May 2026**

1. Payroll Processing – Reviewed and approved by Human Resources
   - ☑ Payroll reconciliation reports reviewed prior to processing.
   - ☑ Federal and state deposits have been made, as well if quarterly, federal and state reports have been reviewed and submitted
   - ☑ OEBB invoice been reconciled to payroll
   - ☑ Workers Compensation reconciled to payroll
   - ☑ Deduction payment reconciliation reviewed to ensure all liabilities have been processed

R. S.
Roxie Smallwood, Human Resource

06/03/2026
Date

2. Deposits, Checks, Vouchers
   - ☑ All transactions have been entered into the financial accounting system and processed for the month.
   - ☑ All vouchers for checks and direct deposits have been reviewed and approved by the Superintendent.

Brynn Campbell
Brynn Campbell, Accounts Payable/Receivable

6/3/26
Date

3. Bank Reconciliations – Completed and approved by Superintendent
   - ☑ Citizens bank account
   - ☑ Local Government Investment Pool

4. Federal and State reimbursement requests made during the month
   - ☑ Monthly claims made and approved by Superintendent
   - ☑ If applicable, quarterly claims and reports made and approved by Superintendent

5. Financial Statements
   - ☑ Prepared after all reconciliations have been completed
   - ☑ Any manipulation of general ledger transactions in preparing statements
     - ☑ None
     - ☐ Yes, list below:
       1. Accrued substitute payroll based on average cost per month by account code

6. Business Office Internal Controls – Any changes to current procedures?

   ☐ Yes – submitted to Board for review

   ☑ None

7. Other

   ☐ Business Office Internal Controls – Any changes to current procedures?

      ☐ Yes

      ☑ None

   _____

   _____

   _____

   ☐ Any new pronouncements that will impact financial statements or budget for 25-26 fiscal year.

      ☐ Yes, list below:

   _____

   _____

   _____

Other items that may have an impact on the financial statements of the district?

☑ None

☐ Yes, list below:

Stephanie Lewis, Business Manager — Date 6/3/2026

Deposits, Checks, Vouchers

☑ Created by Accounts Payable/Receivable and submitted to Superintendent for distribution

☑ The reports have been submitted to Board for review

☐ Has the Board of Directors responded to any items?

   ☐ Yes, and were all Board Members provided with the response

   ☐ None

Stacy Knudson, Superintendent — Date 6/3/24

Revised 12/1/2025

c. Hires:
Lynsey McClintock Wood, MS/HS ELA teacher

Resignation -
Ricki Hendrix, MS Track Coach

3. **Budget Hearing**
ORS 294.453 / ORS 294.544 The governing body must hold a budget hearing on the date specified in the public notice to receive citizens comments on the budget document as approved by the budget committee on May 11, 2026.

4. **Patron Comments:**
The Alsea School Board of Directors values the opinions and input of students, staff, parents, and community members. Although board meetings are held in public, they are not meetings of the public. Please keep your comments to 3 minutes or less. If you intend to speak to the board this evening, you will need to fill out one of the blue comment cards and hand it to the Board Secretary, Lora Nickle. Public comments may also be made via Zoom. If you intend to speak via Zoom, please put your name in the comments so that the board chair can call on you. Before you begin your comments, please state your name and if you are speaking for an organization, please state that organization. For more information about public comments at a board meeting, please see Alsea School District Policy BDDH.

5. **Reports**

a. Superintendent / K-12 Principal Reports

Alsea School District
June 2026 Board Meeting Board Report
Stacy Knudson, Superintendent/K-12 Principal,
Food Service Director + Special Education Director
SUB Athletic Director

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1. Facilities + Transportation

a. Transportation, Business Office and HR continue in negotiations with the KVCS transportation acquisition.
b. WLA contract negotiations are also underway.
c. Plans for summer work are in progress with Summer Learning schedules in mind.

2. Schedules, Systems and K-12 Programs

- ☐ Elementary Master Schedule near complete for 2026-27 (see handout)
  - ☐ New elective offerings: Ag plant science, Spanish, ASL, AP Environmental Science, MS agility, Myths+Folklore, coding/design +animation, construction math, PreCalculus, Military History, Intro to Spanish MS and Intro to ASL MS, theater and intro to cooking
- ☐ Classroom/Office organization and movement finalized for 2026-27
  - ☐ 2 MS classrooms, 1 Special Education classroom, 1 Title classroom, 1 Family Liaison and Resources unit, Dean's office, Principal's office, Athletic Director's office, Special Education office and conference space
- ☐ Secondary Master Schedule completed for 2026-27
  - ☐ Forecasting complete and student schedules are in the process of being built
- ☐ Master Bell Schedule revised to include SEL minutes, shorter passing periods and daily structured flex/advisory to comply with Executive Order 26-06 - Instructional Minutes
- ☐ State Seed Survey completion this week
- ☐ All state assessments and spring diagnostics are completed with staff reviewing data for summer learning needs and Fall 2026 planning
  - ☐ See attached data sheets
- ☐ Bike Tour June 21-22 finalized with football and EF tour students volunteering to assist as fundraisers
- ☐ Summer Learning planning meetings are underway
  - ☐ Registrations are coming in and sessions will be held July 20 - August 13.

3. Fiscal

- ☐ Summer learning purchases are underway, but all other requisitions for 2026-27 are being organized and held for July 1.
- ☐ PACE renewals and annual meeting (HR and Business)

4. Discipline Data (May 1 - 31)

Tracker incidents May: 13 *v. 28 Tracker incidents last period*

Inappropriate language	Defiance	Disruption	PhysicalAggression/ Unsafe Behaviors
0% v *7%*	46% v. *50%*	54% v *39%*	0% v *0%*

Minors - March

GRADE	K	1	2	3	4	5	6
Defiance	1			3			4
Disruption	1						1
Language			1				1
Physical						1	1
K-5 Total	2	0	1	3	0	1	7

GRADE	7	8	9	10	11	12	Total
Defiance/Disrespect							0
Disruption	2	1					3
Inappropriate behavior	1						1
Language		1					1
Physical	3		1				4
7-12 Total	6	2	1	0	0	0	9

Majors - May

3 - ISS Secondary (JFCF or repeated tracker patterns - incidents)

1 - OSS (JFCF policy violations and JFCG policy violations)

5. Attendance Data

Summary
Student Population = 220

Grade	100%	90-99%	80-89%	70-79%	60-69%	50-59%	Less than
KG	3	4	3	3	1	0	1
1st	3	1	2	3	0	0	0
2nd	3	4	4	0	0	0	0
3rd	10	10	5	1	0	0	0
4th	13	11	5	0	0	0	0
5th	6	8	3	3	3	0	0
6th	8	11	6	2	0	0	0
7th	4	2	2	2	3	1	1
8th	5	5	2	0	0	0	0
9th	1	7	5	1	0	1	0
10th	4	1	3	2	0	0	1
11th	2	7	4	2	0	1	1
12th	1	2	4	0	1	1	1
	63	**73**	**48**	**19**	**8**	**4**	**5**

Summary - Building
Student Population = 153

Grade	100%	90-99%	80-89%	70-79%	60-69%	50-59%	Less than
KG	2	3	2	0	0	0	0
1st	2	0	0	1	0	0	0
2nd	2	3	3	0	0	0	0
3rd	5	3	2	1	0	0	0
4th	8	3	0	0	0	0	0
5th	4	4	2	2	1	0	0
6th	7	7	5	1	0	0	0
7th	4	2	2	2	3	1	1
8th	5	5	2	0	0	0	0
9th	1	7	5	1	0	1	0
10th	4	1	3	2	0	0	1
11th	2	7	4	2	0	1	1
12th	1	2	4	0	1	1	1
	47	**47**	**34**	**12**	**5**	**4**	**4**

Summary - LaHO
Student Population = 67

Grade	100%	90-99%	80-89%	70-79%	60-69%	50-59%	Less than
KG	1	1	1	3	1	0	1
1st	1	1	2	2	0	0	0
2nd	1	1	1	0	0	0	0
3rd	5	7	3	0	0	0	0
4th	5	8	5	0	0	0	0
5th	2	4	1	1	2	0	0
6th	1	4	1	1	0	0	0
	16	**26**	**14**	**7**	**3**	**0**	**1**

6. Academic Data

See I-ready Spring Diagnostic and Year-end Summary of Growth reports

PLC Focus asked of all staff in review of Spring and Year-end data: (credit to Mrs. Heather Shunk)

As you review the unofficial OSAS results alongside the most recent i-Ready data, please spend a few minutes reflecting on the questions below. There is no need for a deep analysis at this time. The goal is simply to begin noticing patterns and planting seeds for the collaborative data conversations we will have during August in-service as we plan a targeted year of growth and support for our students.

1. ***What strengths do you notice in your students' performance and growth?***
   Where are students demonstrating strong skills, confidence, or progress?
2. ***What patterns or trends stand out across your class?***
   Are there specific standards, domains, or skill areas where students consistently performed well or struggled?
3. ***Which students or groups of students exceeded expectations, and what instructional practices may have contributed to that success?***
4. ***If you could prioritize one or two areas for instructional focus next year, what would they be and why?***

7. Professional Development

- ☐ Summer/Fall 2026 Solution Tree - PLC sessions
- ☐ Mountain West Joint PD session - Proactive Coaching + Leadership planning phase for Fall 2026
- ☐ Kagan Conference (Instructional Excellence) - FL July 2026 (Chelsey + Brittni + Amber) Teaching workshops to our district staff in August during Inservice.
- ☐ August Stryker/Vocera training August 26th (Leadership is currently meeting for weekly trainings now throughout the summer)
- ☐ Apptegy full-implementation is nearly complete - site feed and social media feeds are active now
- ☐ August Synergy training scheduled for all staff
- ☐ August ASD training is scheduled for all staff with mini sessions to follow through September
- ☐ COSA conference and leadership work - Seaside (June 2026)

Alsea Wolverines' Athletic Dept.

- ☐ SportYOU app set up for all athletic programs
- ☐ Summer League meetings and schedules are set with practices and games underway
- ☐ Congratulations to our spring athletes in their state level competitions/success
- ☐ Talon is working closely with the Mountain West League to finalize and publish all fall and winter sports through OSAA (high school) and on our website for both MS and HS.
    - ☐ Co-op application is underway for Cross Country with Philomath High School

Diagnostic Results

School	All Schools
Subject	Reading
Academic Year	2025 - 2026
Diagnostic	Most Recent
Prior Diagnostic	None

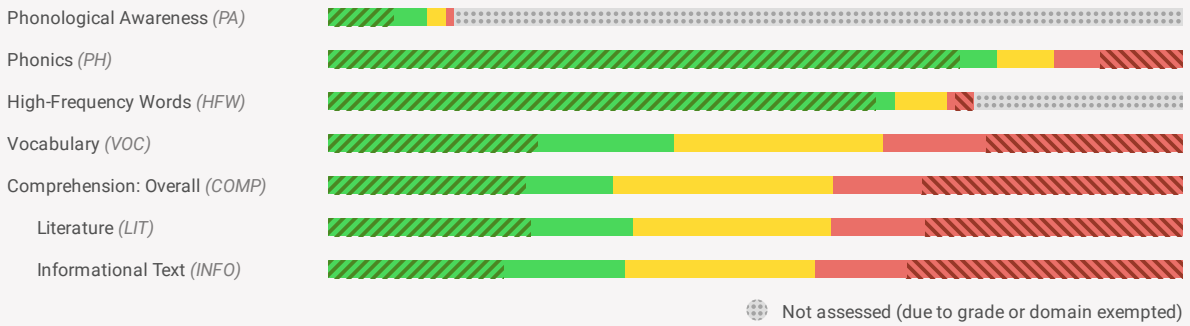
Criterion Referenced

Overall Placement

Students Assessed/Total: **225/229**

Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
41 Students	**40 Students**	**61 Students**	**22 Students**	**61 Students**

Placement by Domain



Switch Table View: Placement Summary

Choose to Show Results By: School

Showing 3 of 3

School	Overall Grade-Level Placement						Students Assessed/Total
ALSEA ELEMENTARY		20%	19%	31%	16%	15%	75/75
ALSEA MIDDLE & HIGH SCHOOL		5%	15%	29%	4%	47%	85/85
LEARN AT HOME OREGON		34%	20%	20%	11%	15%	65/69

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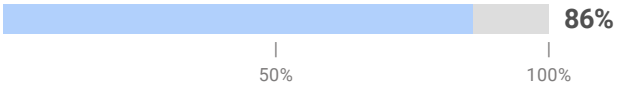
Diagnostic Growth

School	All Schools
Subject	Reading
Academic Year	2025 - 2026
Comparison Diagnostic	Most Recent

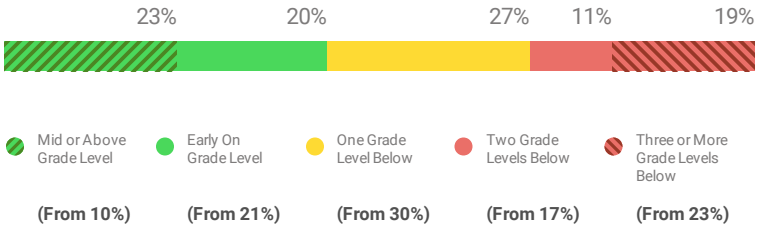
Students Assessed/Total: **166/174**

Progress to Annual Typical Growth (Median)



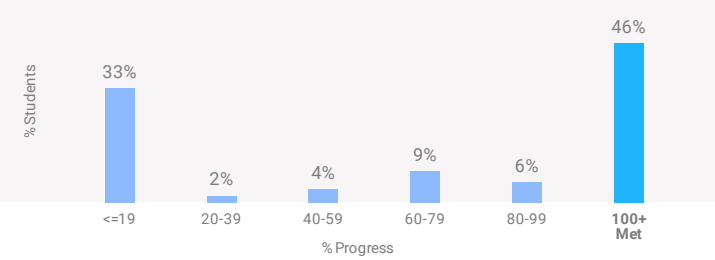
The median percent progress towards Typical Growth for this school is 86%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

Current Placement Distribution



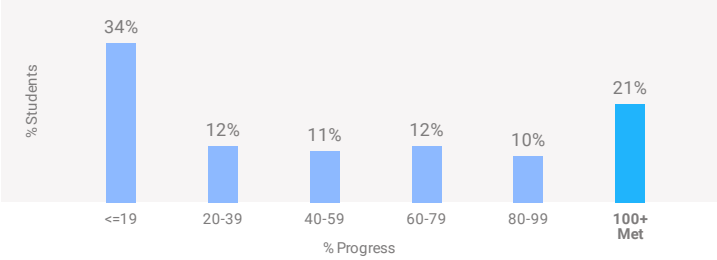
Distribution of Progress to Annual

Typical Growth



Distribution of Progress to Annual

Stretch GrowthÂ®



Choose to Show Results By

School

Showing 3 of 3

School	Annual Typical Growth		Annual Stretch GrowthÂ®		% Students with Improved Placement	Students Assessed/Total
	Progress (Median)	% Met	Progress (Median)	% Met		
ALSEA ELEMENTARY	84%	47%	48%	21%	56%	75/75
ALSEA MIDDLE & HIGH SCHOOL	109%	54%	39%	18%	46%	28/30
LEARN AT HOME OREGON	85%	41%	42%	22%	48%	63/69

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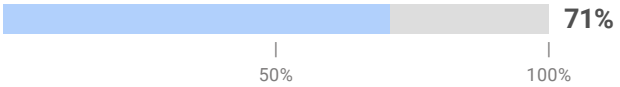
Diagnostic Growth

School	All Schools
Subject	Math
Academic Year	2025 - 2026
Comparison Diagnostic	Most Recent

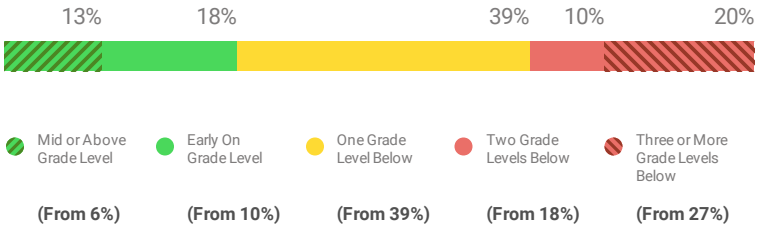
Students Assessed/Total: **164/174**

Progress to Annual Typical Growth (Median)



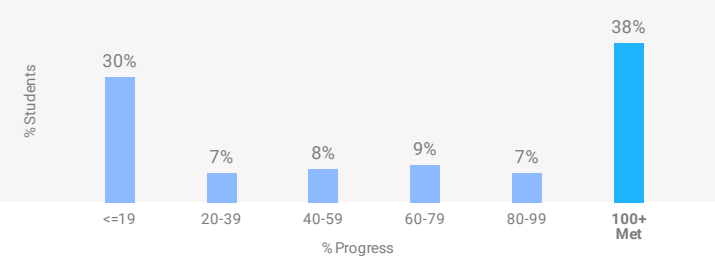
The median percent progress towards Typical Growth for this school is 71%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

Current Placement Distribution



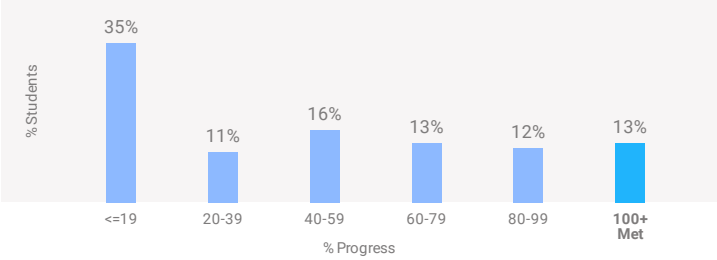
Distribution of Progress to Annual

Typical Growth



Distribution of Progress to Annual

Stretch GrowthÂ®



Choose to Show Results By

School

Showing 3 of 3

School	Annual Typical Growth		Annual Stretch GrowthÂ®		% Students with Improved Placement	Students Assessed/Total
	Progress (Median)	% Met	Progress (Median)	% Met		
ALSEA ELEMENTARY	93%	45%	56%	15%	63%	75/75
ALSEA MIDDLE & HIGH SCHOOL	78%	40%	32%	16%	36%	25/30
LEARN AT HOME OREGON	32%	30%	21%	9%	36%	64/69

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Diagnostic Results

School	All Schools
Subject	Math
Academic Year	2025 - 2026
Diagnostic	Most Recent
Prior Diagnostic	None

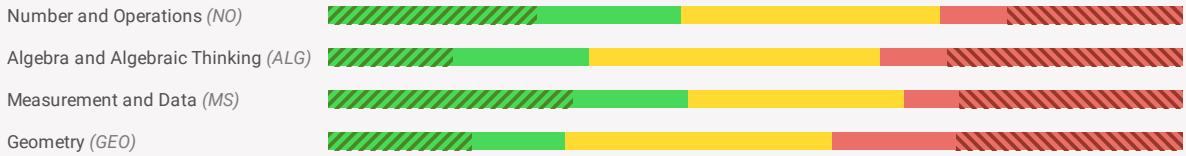
Criterion Referenced

Overall Placement

Students Assessed/Total: **214/219**

Mid or Above Grade Level	Early On Grade Level	One Grade Level Below	Two Grade Levels Below	Three or More Grade Levels Below
22 Students	**37 Students**	**68 Students**	**27 Students**	**60 Students**

Placement by Domain



Switch Table View: Placement Summary

Choose to Show Results By: School

Showing 3 of 3

School	Overall Grade-Level Placement						Students Assessed/Total
ALSEA ELEMENTARY		17%	19%	35%	16%	13%	75/75
ALSEA MIDDLE & HIGH SCHOOL		1%	14%	18%	15%	51%	72/75
LEARN AT HOME OREGON		12%	19%	43%	6%	19%	67/69

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Teacher Mon - Thurs	Period 1	Period 2	Period 3	Period 4	MS Lunch HS Flex	S Lunch ms FLEX	Period 5	Period 6	Period 7
Wolfe (SpEd)	MS Math-Tier 3	ELA-Tier 3	ELA - Tier 3	SPED	travel	lunch	SPED	SPED	MS Intro to Spanish
White (TITLE RTI)	MS Math- Tier 2	Title ELA	Health	Prep	lunch	title math	Title - math	MS edynamics: coding, design + animation	MS RTI
McClintock	English 10	English 11	English 12	English 9	lunch	8th	elective	PREP	elective
Ewton	Biology 9	Biology 10	Science 8	Physics 11	11th	lunch	AP Environ. Science	elective	PREP
Larson	math 8	Algebra 1	Algebra 2	Geometry	10th	lunch	prep	PreCalc	Jr. Sem/Personal Finance
Rubenfeld	math 7	ELA 6	SS7	ELA 8	lunch	7th	6th Success	Prep	Agility / Myths+Folklore
Roberts	US HIstory	SS8	SS - Global	Civics/Econ	12th	lunch	Military History	Prep	Video Production
O'Brien	Art/Music 2x/week		science 6	science 7	lunch	prep	Yearbook	MS Art	Prep/Art 2x/wk
Schmidt	Ag elective 12th (FFA)	prep	CONSTRUCTION MATH	Ag/elective	LUNCH	6th	Construction	Metals	AG (FFA option)
Rozborski	PE/Weights	PE: 9:05 1/2, 9:40 3/4, 10:15 5th		prep	Kinder PE	Lunch	7/8 PE	HS PE/Weights	6 PE
Sims	math 6	ELA 7	AD		Supervision	Supervision	AD		
Sederlin + Martinez	aide	aide	aide	SS 6	LUNCH	Supervision	aide	MS Intro to ASL semester	Spanish 1 (Joe)
Lynch	Art	Co -teach + art		prep	9TH	lunch	ceramics	theater	art (8th + HS)
McKnight	Dean				Detention	Detention	Dean		cooking (Sarah)
Colleen + Mary									ASL (8th +HS)

Principal: Stacy Knudson
DEAN: Patrick McKnight
Registrar/Academic Advisor: Kayla Wilson

Advisory Groups

6th- **7th -** **8th -** **9th -** **10th -** **11th -** **12th -**

1st Sem Agility/2nd Sem Myths,Folklore? switch at semester/maybe eDynamics? Who would teach?

Teacher Mon , Thurs	Period 1	Period 2	Period 3	Period 4	MS Lunch HS Flex	S Lunch ms FLEX	Period 5	Period 6	Period 7
	Prom/Banquet: Lynch		Concessions: Aimee + Chelsey						

PACE

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QUICK REFERENCE GUIDE

SCHOOL TRIPS

School trips are an educationally sound and vital component in the instructional and/or athletic programs of PACE members. Each trip should be well planned beforehand and thoroughly evaluated after completion. Remember, if you fail to plan your students' trip carefully, then they will plan it for you. The trip leader(s) should be held responsible for the activity, just as if it were being conducted on campus. All students within the class or school group must be given an equal opportunity to participate in these trips. In addition, all PACE member policies and protocols pertinent to school-sponsored travel, including those governing the use of in-house transportation services, should be consulted and strictly adhered to.

Unfortunately, school trips can create serious problems for PACE members if supervision procedures and student expectations are ill-defined. Therefore, trip guidelines should be thoughtfully crafted in advance and made publicly available. It is also important that all participating students, and their parent(s)/guardian(s), understand the PACE member's rules and regulations governing discipline for any students who fail to abide by these guidelines.

Board Policy and Administrative Regulation (AR)

For members that allow school trips, a board policy and associated AR should be in place. If you use OSBA's model policies, you should reference policies IICA and IICA-AR. It is important to remember that school trips are an extension of the classroom and as such, all school board polices, and school rules and expectations are applicable just as if you were still in the classroom.

Approval Process

As a best practice, PACE recommends that all members have a documented approval process for school trips. It would also be good practice to have guidance on what type of trips are encouraged and types that are most likely not going to get approval. This process should include gathering information for administration to decide whether to approve the

trip. You may also want to develop time frames on how many days prior to the trip a request must be submitted to prevent last-minute scrambling. The information gathered may include details like:

- The school(s), staff member(s) and/or club(s) organizing the trip.
- The date, duration, and location of the trip.
- Expected number of students, staff, and chaperones.
- Description of the trip and all associated activities, including the educational purpose of the trip.
- For overnight trips, what sleeping accommodations/arrangements look like.
- Mode(s) of transportation of students on the trip.
- Anticipated costs and funding sources for the trip.

When looking at this approval process, there should be multiple levels of approval. For example, simple, low risk trips like going to a local museum may only require building administration approval. For higher risk trips such as overnight trips, out of state travel or trips that include activities that have inherent risks should have an approval process that includes the building administrator, a district level administrator and possibly even the school board.

PACE members can always gauge their appetite for risk versus a trip's potential educational value by asking themselves the following question, "If this trip were to result in a significant injury or other liability, would we ever support it again in the future?" If the answer is no, then the question becomes, "Why are we endorsing the activity in the first place?" We should not be waiting for something bad to happen before making changes.

Supervision

Oftentimes, the safety and litigation-related issues which arise from school trips stem from inadequate supervision. PACE recommends sufficient supervisory staff and/or volunteer chaperones on hand to ensure all students are supervised for the trip. This should mean that students are within sight and sound of a supervisor.

Any volunteer chaperones should be thoroughly background checked in advance, as per Oregon law and board policy. The volunteers are agents of your school and, therefore, you may be liable for their actions or inactions. We can probably all share stories of parent chaperones that added to our student count rather than assisting us with supervising the students. As such, it is imperative that you provide them with guidance on your expectations of them prior to allowing them to be a chaperone on the trip.

There is no magic number when it comes to staff-to-student supervision ratios for school trips. That number will largely depend on a variety of critical factors, including:

- The nature and location of the activities involved
- The age, behaviors, and ability of the students
- Students with special educational and/or medical needs
- The experience, competence, and background of supervisory staff
- The requirements of the organization/ location(s) to be visited
- The mode(s) of travel to and from the venue(s)

In the event of a student or trip leader needing to vacate the trip early, an adequate level of supervision will still need to be maintained. For example, a trip leader may need to accompany a sick or injured student to the hospital or attend to a personal emergency. This possibility should be considered when planning your excursion.

Liability Waivers/Informed Consent

The utilization of waivers and informed consent forms for field trips is essential for off-campus activities. These documents serve as legal safeguards, outlining the potential risks associated with the trip and obtaining permission from parents or guardians for their child's participation. Waivers acknowledge that certain hazards may be present during the excursion, such as transportation-related risks or activities that involve physical exertion. Informed consent forms provide detailed information about the trip itinerary, emergency procedures, and any special requirements or accommodations needed for students. By obtaining signed waivers and informed consent forms, administrators demonstrate their commitment to transparency and risk management, while also ensuring that students are adequately prepared for the educational experience outside the classroom. PACE Legal Services has sample forms and can also assist in reviewing forms.

Student Code of Conduct

Student codes of conduct for trips are a great tool to set expectations and hold students accountable. It can be used with your waivers and informed consent to ensure that parents and guardians are on the same page and should be signed by both the students and the parents/guardians. Consideration should be given to include what it would look like if a student was to be sent home early from a trip for violation of school rules or the codes of conduct.

Transportation

When planning school trips the modes of transportation should be in line with school board policy. PACE strongly discourages transportation of students in personal vehicles. Regardless, if you're going to use district transportation, charter a bus, fly on a plane or utilize a train, you should have good procedures in place to account for and supervise all students during transportation.

Roll call should be taken as often as needed to ensure that all students are accounted for. At a minimum, it should occur prior to departures, ensuring no students are left behind.

PACE has dealt with numerous issues of bullying, hazing and even student-on-student abuse that has occurred during the transportation of students. So, it is imperative that staff and chaperones position themselves to have good line-of-sight supervision as well as be within sound of all students. Supervisors should spread out on the bus, plane or train and not all be sitting together in the front, where they can't hear what's going on in the back. Also, students should not be allowed to create privacy by draping coats or blankets over seats.

Overnight Travel

Overnight travel adds another significant layer of risk to school trips. School trips with overnight travel are highly nuanced scenarios, the risks of which cannot be comprehensively addressed here. Therefore, it is highly recommended that schools consult PACE Risk Management when planning any overnight travel.

From a best practice perspective, PACE typically discourages use of private homes, vacation rentals or camping when planning these trips. Instead, PACE encourages the use of gymnasiums at a host school or hotels. Regardless of the accommodation, supervision of students has to be planned for and be constant in some form throughout the night.

Using hotel overnight accommodations as an example, here are some considerations that should be made:

- Ensure that all rooms are on the same floor and next to each other, but do not have adjoining doors. Avoid ground floor rooms as students could easily sneak out windows.
- Students of similar age should be roomed together and students with known behavioral issues should be separated. Staff and chaperones should never share a room with students. Also, only one student should be assigned to each bed and roll-away beds would be encouraged for additional sleeping space. If you have questions regarding specific overnight accommodations, please reach out to PACE Legal Services.
- Staff and chaperones should take shifts having two people (preferably male and female) patrol the hallway(s) ensuring students are staying in their rooms and listening for anything out of the ordinary in the student rooms.

Planning for the Unexpected

School Administrators should be having conversations with staff to plan for the unexpected when on school trips. Although you might not be able to plan for everything that may go wrong, these conversations will help ensure more appropriate responses in the advent of less than desirable situations and help you set expectations with your staff. For example, notification to the administrator should occur as soon as possible when something goes wrong. Below are a few examples of helpful prompts to start these conversations. What would you do if:

- A student forgot their medication?
- Your chaperones were driving in a separate vehicle and did not show up?
- A student gets caught stealing and law enforcement is involved?
- Senior athletes are caught hazing freshman athletes?

Out-of-State and International

Educational entities are protected by the Oregon Tort Claims Act. It is a protection that limits the amount an educational entity can be liable for in the event of a loss. However, if you choose to travel outside Oregon, these protections do not follow you. If something were to happen during that trip, well, let's just say, "The Sky's the Limit".

If you decide to leave the state or country, you may want to check with your insurance agent to see if there are any insurance coverage implications or additional coverage you may need. You should consider the option of travel insurance as well.

This is not an all-inclusive list of every consideration that should be made related to school trips. Rather, this is meant to be a tool to start conversations within your educational entity to help improve and ensure the safety of your students and lower the liability risk for your school. Your PACE Risk Management Team is available and eager to consult with you on your school trips process.

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QUICK REFERENCE GUIDE

Travel Companies

Do you have staff members who partner with travel or tour organizations to organize student trips that are not officially school-sponsored? If so, you may be unaware of potential risk exposures to your district arising from this type of non-school privately sponsored activity.

Many travel companies offer free or heavily discounted trips for school staff who recruit students and parents. It's easy to think, "This is a private activity; the district shouldn't be liable!" However, when the line between school-sponsored activity and non-school privately sponsored activity becomes blurred, non-school privately sponsored activities can lead to potential liability for your district. Additionally, there are ethical issues that staff involved should evaluate. In this guide, we'll outline some specific issues as well as ways to minimize liability exposure to your district.

Why These Trips Can Be Problematic:

Even when an event is not officially school-sponsored, the involvement of district staff and students can create the appearance of a school-sponsored event. Below are some scenarios that could inadvertently draw your district into a liability situation:

- **Using School Communication Tools:** Staff may use school email, text messaging systems, contact lists, or other school communication tools to organize and promote non-school privately sponsored activities.
- **Using School Resources:** Staff may use school printers, bulletin boards, digital messaging systems, or other school resources to distribute information about these activities.
- **Holding Meetings on School Grounds:** Staff may host meetings related to these activities using school facilities.
- **Engaging with Students or Parents During Work Hours:** Staff may promote or otherwise discuss these activities with students or parents during work hours.
- **Misuse of School Name or Branding:** Staff may use the school's name or branding in promotional materials or communications for these activities, blurring the lines between school-sponsored activities and non-school privately sponsored activities.

Potential Risks:

When one or more of the actions listed above occur, it can create a perception that a non-school privately sponsored activity is school sponsored. This can create liability exposure for your district. For example, such a perception could result in a claim being asserted against a district If a liability incident occurs during such a trip (e.g., a student injury).

In addition, staff involved in organizing a non-school privately sponsored activity should consider their obligations under Oregon Government Ethics Law (ORS Chapter 244). For example, staff use of school resources to organize a non-school privately sponsored activity could violate Oregon Ethics Law, resulting in penalties from Oregon Government Ethics Commission.

Staff use of school time and/or resources to organize a non-school privately sponsored activity could also violate your district's policies.

How to Mitigate Risk and Protect Your District:

To help safeguard your district and reduce potential exposure, consider implementing the following strategies:

1. **Communicate Expectations:** Ensure staff are aware of your district's policies and guidelines regarding use of school resources, time, and facilities for non-school sponsored trips and activities, as well as misuse of the school name and branding.

2. **Enforce Facility and Resource Policies:**

    - If staff want to hold non-school sponsored meetings or events on school property, ensure they follow the district's standard facility-use procedures, just like any outside organization would.

    - If staff want to post promotional materials within your schools, ensure they adhere to your district's guidelines for posting non-school sponsored information in schools.

3. **Create Clear Written Guidance:** Consider developing a memo or guidance document that explicitly outlines your district's expectations and restrictions for staff organizing non-school privately sponsored activities, including expectations and restrictions regarding use of school resources.

4. **Encourage Ethics Compliance:** Staff are individually responsible for compliance with Oregon Government Ethics Law. If staff are concerned about potential ethical violations arising from non-school privately sponsored activities, encourage them to reach out to the Oregon Government Ethics Commission for guidance.

Need Assistance?

If you have questions or want to discuss these matters further, please don't hesitate to reach out to use at riskmanagement@sdao.com

Additionally, the PACE Legal team is available to help review and refine your memos or written guidance regarding these types of activities.

i. Enrollment Report

Grade Level	2025-2026 SY										2024-2025 SY									
	9/8	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1
KG	12	12	13	14	14	14	14	15	15	15	13	14	12	13	13	14	13	14	14	14
1st	9	9	9	8	8	8	8	8	8	9	13	13	13	12	12	13	12	12	12	12
2nd	10	10	9	10	10	10	10	11	11	11	32	33	33	33	33	32	30	30	31	31
3rd	25	26	26	26	26	26	26	26	26	26	32	32	31	31	31	31	31	31	31	30
4th	32	32	31	30	31	30	30	30	29	29	24	24	22	23	22	23	24	25	27	26
5th	24	24	24	25	25	23	23	24	27	23	25	26	26	28	27	30	29	28	28	28
6th	25	25	25	25	25	25	25	25	24	27	17	17	17	16	16	17	17	18	17	16
7th	14	14	14	15	15	15	14	14	14	15	17	17	17	17	17	16	16	16	16	16
8th	13	13	13	13	13	13	13	12	12	12	15	15	15	15	16	16	16	15	15	15
9th	15	15	15	15	15	15	15	15	15	15	11	11	10	10	10	10	10	9	9	9
10th	13	13	12	12	12	12	12	12	12	11	16	13	16	16	16	16	16	17	17	17
11th	18	18	17	17	17	17	17	17	17	17	11	10	10	10	10	10	10	10	10	10
12th	11	11	10	10	10	10	10	10	10	10	11	11	11	11	11	11	11	11	11	11
Total ADM	221	222	218	220	221	218	217	219	220	220	237	236	233	235	234	239	235	236	238	235

	2023-2024 SY										2022-2023 SY									
	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1
KG	19	18	18	16	16	16	17	17	16	16	58	62	60	61	60	56	55	53	50	49
1st	35	42	39	39	39	40	40	39	39	39	56	66	64	66	64	60	60	58	54	53
2nd	35	36	36	37	37	37	37	37	37	35	42	41	41	45	43	38	36	35	32	30
3rd	28	32	30	29	29	28	28	27	25	26	43	50	54	53	51	46	46	46	45	44
4th	24	25	26	25	25	25	24	24	24	24	37	41	47	47	47	43	42	40	39	39
5th	23	24	26	25	25	24	21	21	18	18	29	32	36	36	36	29	29	26	24	23
6th	13	13	12	12	12	12	13	13	15	15	35	45	49	49	46	43	37	34	34	33
7th	18	20	19	19	18	17	17	17	17	17	44	59	59	61	59	56	56	52	48	41
8th	13	13	13	13	13	13	13	13	13	12	41	51	53	52	50	44	42	42	41	39
9th	20	22	22	23	23	22	20	17	16	16	14	14	13	13	12	12	12	12	13	12
10th	12	12	12	12	12	12	12	12	11	11	17	16	16	16	16	15	15	14	14	13
11th	13	14	13	14	14	14	13	13	13	13	21	21	21	22	20	20	20	19	17	17
12th	13	11	10	10	10	10	10	8	8	8	25	24	22	22	21	20	20	15	14	14
Total ADM	266	282	276	274	273	270	265	258	252	250	462	522	535	543	525	482	470	446	425	407

ENROLLMENT															
Grade	**In building/ LaHO**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**TOTAL**
As of 9/8/25	In building	7	4	7	12	12	15	21	14	13	15	13	18	11	**162**
As of 9/8/25	Learn at Home	5	5	3	13	20	9	6	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 9/8/25	**TOTAL**	**12**	**9**	**10**	**25**	**32**	**24**	**27**	**14**	**13**	**15**	**13**	**18**	**11**	**223**
As of 10/1/25	In building	7	4	7	12	12	15	20	14	13	15	13	18	11	**161**
As of 10/1/25	Learn at Home	5	5	3	14	20	9	5	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 10/1/25	**TOTAL**	**12**	**9**	**10**	**26**	**32**	**24**	**25**	**14**	**13**	**15**	**13**	**18**	**11**	**222**
As of 11/1/25	In building	7	4	7	12	12	15	20	14	13	15	12	17	10	**158**
As of 11/1/25	Learn at Home	6	5	2	14	19	9	5	**0**	**0**	**0**	**0**	**0**	**0**	**60**
As of 11/1/25	**TOTAL**	**13**	**9**	**9**	**26**	**31**	**24**	**25**	**14**	**13**	**15**	**12**	**17**	**10**	**218**
As of 12/1/25	In building	7	3	8	12	12	15	20	15	13	15	12	17	10	**159**
As of 12/1/25	Learn at Home	7	5	2	14	18	10	5	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 12/1/25	**TOTAL**	**14**	**8**	**10**	**26**	**30**	**25**	**25**	**15**	**13**	**15**	**12**	**17**	**10**	**220**
As of 01/01/26	In building	7	3	8	12	13	15	20	15	13	15	12	17	10	**160**
As of 01/01/26	Learn at Home	7	5	2	14	18	10	5	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 01/01/26	**TOTAL**	**14**	**8**	**10**	**26**	**31**	**25**	**25**	**15**	**13**	**15**	**12**	**17**	**10**	**221**
As of 02/1/26	In building	7	3	8	11	12	14	20	15	13	15	12	17	10	**157**
As of 02/1/26	Learn at Home	7	5	2	15	18	9	5	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 02/1/26	**TOTAL**	**14**	**8**	**10**	**26**	**30**	**23**	**25**	**15**	**13**	**15**	**12**	**17**	**10**	**218**
As of 03/01/26	In building	7	3	8	11	12	14	20	14	13	15	12	17	10	**156**
As of 03/01/26	Learn at Home	7	5	2	15	18	9	5	**0**	**0**	**0**	**0**	**0**	**0**	**61**
As of 03/01/26	**TOTAL**	**14**	**8**	**10**	**26**	**30**	**23**	**25**	**14**	**13**	**15**	**12**	**17**	**10**	**217**
As of 04/01/26	In building	7	3	8	11	12	14	20	14	12	15	12	17	10	**155**
As of 04/01/26	Learn at Home	8	5	3	15	18	10	5	**0**	**0**	**0**	**0**	**0**	**0**	**64**
As of 04/01/26	**TOTAL**	**15**	**8**	**11**	**26**	**30**	**24**	**25**	**14**	**12**	**15**	**12**	**17**	**10**	**219**
As of 05/01/26	In building	7	3	8	11	11	13	20	14	12	15	12	17	10	**153**
As of 05/01/26	Learn at Home	8	5	3	15	18	11	7	**0**	**0**	**0**	**0**	**0**	**0**	**67**
As of 05/01/26	**TOTAL**	**15**	**8**	**11**	**26**	**29**	**24**	**27**	**14**	**12**	**15**	**12**	**17**	**10**	**220**
As of 06/01/26	In building	7	3	8	11	11	13	20	15	12	15	11	17	10	**153**
As of 06/01/26	Learn at Home	8	6	3	15	18	10	7	**0**	**0**	**0**	**0**	**0**	**0**	**67**
As of 06/01/26	**TOTAL**	**15**	**9**	**11**	**26**	**29**	**23**	**27**	**15**	**12**	**15**	**11**	**17**	**10**	**220**

ii. Regular Attenders

Regular Attenders >90% Positive Attendance

Grade Level	Oct 1 Enrolled	Average %	Nov 1 Enrolled	Average %	Dec 1 Enrolled	Average %	Jan 1 Enrolled	Average %	Feb 1 Enrolled	Average %	Mar 1 Enrolled	Average %	April 1 Enrolled	Average %	May 1 Enrolled	Average %	June 1 Enrolled	Average %
KG	12	83.33%	13	77.00%	14	50.00%	14	50.00%	14	50.00%	14	50.00%	15	53.34%	15	46.67%	15	46.67%
1st	9	78.00%	9	56.00%	8	62.50%	8	87.50%	8	62.50%	8	62.50%	8	50.00%	8	50.00%	9	44.45%
2nd	10	80.00%	9	67.00%	10	50.00%	10	50.00%	10	50.00%	10	40.00%	11	54.55%	11	45.45%	11	63.64%
3rd	26	54.62%	26	73.00%	26	76.92%	26	76.92%	26	73.08%	26	73.33%	26	65.39%	26	73.08%	26	76.92%
4th	32	78.13%	31	87.00%	30	73.33%	31	77.42%	30	83.33%	30	83.33%	30	70.00%	29	79.31%	29	82.76%
5th	24	87.50%	24	71.00%	25	64.00%	25	56.00%	23	60.87%	23	56.52%	24	50.00%	27	51.85%	23	60.87%
6th	25	72.00%	25	84.00%	25	68.00%	25	72.00%	25	68.00%	25	68.00%	25	72.00%	24	79.17%	27	70.37%
7th	14	86.00%	14	79.00%	15	60.00%	15	60.00%	15	40.00%	14	42.86%	14	42.86%	14	35.71%	15	40.00%
8th	13	84.61%	13	77.00%	13	76.92%	13	84.62%	13	76.92%	13	69.23%	12	41.67%	12	83.33%	12	83.33%
9th	15	93.00%	15	93.00%	15	86.67%	15	80.00%	15	73.33%	15	60.00%	15	66.67%	15	60.00%	15	53.33%
10th	13	92.31%	12	50.00%	12	50.00%	12	50.00%	12	58.33%	12	58.33%	12	66.67%	12	58.33%	11	45.45%
11th	18	66.67%	17	65.00%	17	58.82%	17	58.82%	17	70.59%	17	64.71%	17	47.06%	17	64.70%	17	52.94%
12th	11	36.36%	10	40.00%	10	40.00%	10	30.00%	10	40.00%	10	30.00%	10	1.00%	10	40.00%	10	30.00%
	222	**76.35%**	**218**	**70.69%**	**220**	**62.86%**	**221**	**64.10%**	**218**	**62.07%**	**217**	**58.37%**	**219**	**52.40%**	**220**	**59.05%**	**220**	**57.75%**

2024-25

Grade Level	Oct 1 Enrolled	Average %	Nov 1 Enrolled	Average %	Dec 1 Enrolled	Average %	Jan 1 Enrolled	Average %	Feb 1 Enrolled	Average %	Mar 1 Enrolled	Average %	April 1 Enrolled	Average %	May 1 Enrolled	Average %	June 1 Enrolled	Average %
KG	14	64.29%	12	83.33%	13	61.53%	13	61.53%	14	64.28%	13	53.84%	14	50.00%	14	50.00%	14	57.14%
1st	13	92.31%	13	61.53%	12	50.00%	12	41.66%	13	38.46%	12	41.67%	12	41.67%	12	41.67%	12	41.67%
2nd	33	78.78%	33	78.78%	33	69.69%	33	69.69%	32	75.00%	30	83.33%	30	70.00%	31	70.97%	31	70.97%
3rd	32	81.25%	31	80.64%	31	74.19%	31	74.19%	31	70.97%	31	74.19%	31	77.42%	31	77.42%	30	83.33%
4th	24	62.50%	22	63.63%	23	60.86%	22	50.00%	23	69.57%	24	58.33%	25	60.00%	27	59.26%	26	61.54%
5th	26	73.07%	26	80.76%	28	67.85%	27	62.96%	30	60.00%	29	51.72%	28	57.14%	28	64.29%	28	75.00%
6th	17	70.59%	17	58.82%	16	43.75%	16	37.50%	17	35.29%	17	41.18%	18	44.44%	17	47.06%	16	43.75%
7th	17	82.35%	17	76.47%	17	70.58%	17	64.71%	16	62.50%	16	62.50%	16	62.50%	16	68.75%	16	68.75%
8th	15	80.00%	15	80.00%	15	80.00%	16	62.50%	16	81.25%	16	68.75%	15	80.00%	15	80.00%	15	80.00%
9th	11	54.54%	10	50.00%	10	50.00%	10	50.00%	10	60.00%	10	50.00%	9	55.55%	9	55.56%	9	44.44%
10th	16	93.75%	16	81.25%	16	81.25%	16	75.00%	16	68.75%	16	68.75%	17	70.59%	17	76.47%	17	70.59%
11th	10	70.00%	10	70.00%	10	60.00%	10	60.00%	10	60.00%	10	60.00%	10	50.00%	10	50.00%	10	50.00%
12th	11	36.36%	11	45.45%	11	36.69%	11	36.36%	11	36.36%	11	45.45%	11	36.36%	11	36.36%	11	36.36%
	239	**72.29%**	**233**	**70.05%**	**235**	**62.03%**	**234**	**57.39%**	**239**	**60.19%**	**235**	**58.44%**	**236**	**58.13%**	**238**	**59.83%**	**235**	**60.27%**

b. K-6 LaHO Principal Report

ALSEA SCHOOL DISTRICT BOARD REPORT

Name: Heather Shunk **Position:** Principal

BOARD MEETING DATE: June 8, 2026

[Link for May/June 2026 Assembly Slides]

[Link for June School-Wide Newsletter]

May / June Assembly - Celebrations for birthdays, 90% or better attendance, Student of the Month, Tree House foundation, **welcoming new students**, all the great learning happening in classes, students of the month, and sharing what we learned about being "**Generous**".

Tree House Collaboration - This year, Learn at Home Oregon launched its Tree House system, with students serving as the founding members of Hemlock, Sequoia, Cedar, and Juniper. Students collaborated to create each Tree House's identity, including colors, animal mascots, symbols, crests, mottos, promises, and T-shirt designs. The Tree House system has strengthened student connections, fostered leadership opportunities, and increased school-wide belonging. Next year, we look forward to expanding the program through reading buddies, math buddies, contribution points, and additional cross-grade community-building opportunities.

Family Partnership - The success of Learn at Home Oregon continues to be rooted in strong partnerships with families and learning coaches. Families played a critical role in supporting attendance, communication, state testing participation, student projects, assemblies, conferences, and day-to-day learning. Family involvement extended beyond traditional support roles. Parents assisted with Genius Hour Passion Projects, contributed expertise through student tutorials, helped students create Talent Show submissions, volunteered their time, and partnered closely with staff to ensure students were successful.

Academic Growth and Achievement - Reading continues to be an area of strength for LaHO students. Spring I-Ready results showed 85% Typical Growth in Reading, and preliminary OSAS ELA results identified students meeting and exceeding state standards across grade levels. These results reflect the impact of strong literacy instruction, targeted interventions, and consistent family support.

Math is definitely an area of growth for our program. While spring I-Ready results showed 32% Typical Growth in math, OSAS results identified students meeting and exceeding state standards across grade levels. Together, these measures provide valuable information that will guide instructional planning and intervention efforts for the 2026 -2027 school year.

Student Engagement and School Community - Students participated in a variety of community-building activities throughout the year, including Tree Houses, Passion Projects, monthly assemblies, and our virtual Talent Show. Hosted through Padlet, the Talent Show provided students an opportunity to share their talents and celebrate one another's accomplishments, helping strengthen connections across our online school community.

Community Outreach and Enrollment - On Saturday, May 30, I represented Learn at Home Oregon and Alsea School District at an educational resource fair in Sheridan. The event provided an excellent opportunity to connect with families, share information about our live, interactive learning model, and answer questions about enrollment and student supports. Families expressed strong interest in learning about the program's small class sizes, live instruction with licensed teachers, individualized support, and partnership centered approach. The resource fair helped increase awareness of LaHO and allowed us to build connections with families. I am looking forward to the next resource fair!

c. Business Manager Report

June 8, 2026

TO: Alsea School District Board of Directors
FROM: Stephanie Lewis, Alsea School District
RE: Financial Statements for fiscal year

2025-26 Board Members,

Attached are the financial statements through May 31st, 2026. The reports include:

- General Fund Statement of Revenues – Budget vs. Actual
- General Fund Statement of Expenditures – Budget vs. Actual
- Total Appropriations for the year
- Summary of Other funds

Fiscal Year 2025–26

For July 1 through May 31st, 2026, actual revenues and expenditures show an estimated Ending at Fund Balance of $5,669,174.00. Of this total, $5,467,217 is set aside as Contingency and Unappropriated Ending Fund Balance, with a remaining balance of $201,957.00.

Updates

We are wrapping up FY 25-26. Everything is on target to transfer over into FY 26-27. I have been working with the ESD to get our Infinite Visions moved over to the cloud. Some schools have been in it for 2 years already. It's supposed to be a positive move, board reports may look different next year, I am not sure yet though.

Not too many changes since last month, since we are working towards wrapping up.

As of May 31st, 2026, Alsea's investments total $8,352,459.60 in the Local Government Investment Pool, earning an annualized interest rate of 4.00%, no change from last month.

Please don't hesitate to reach out with any questions or concerns about these statements.

Alsea School District General Fund: Statement of Revenues Budget Vs. Actual For the Fiscal Year 2025-2026

Source	Budget 2025-2026	Actual YTD Rev. 5/31/2026	Projected through 5/31/2026	Total Estimated 2025-26	(Over)/Under Budget	Budget 2024-25	Actual YTD Rev. 6/30/2025
SSF Funding							
1111 Current Year Property Taxes	540,000	**522,081**	11,357	533,438	6,562	528,200	521,781
1112 Prior Year's Property Taxes	4,000	**17,002**	(5,002)	12,000	(8,000)	1,000	4,743
1114 Payment in Lieu of Poperty Taxes	-	**6**		6		-	17
1190 Penalties & Interest on Investments	1,000	**(3,424)**	4,353	930		800	744
2101 County School Funds	-	**-**	-	-	-	-	7,284
3101 State School Support Funds	4,306,158	**4,488,864**	(410,765)	4,078,099	228,059	4,527,702	4,224,638
3101 SSF - Due to/from ODE FY24/25			24,379	24,379	(24,379)		-
3103 Common School Fund	32,225		32,241	32,241	(16)	41,205	40,053
Total SSF Funding	4,883,383	5,043,925	(343,437)	4,700,489	182,831	5,098,907	4,799,260
Total SSF Revenue	**$ 4,883,383**	**$ 5,043,925**	**$ (343,437)**	**$ 4,700,489**	**$ 182,831**	**$ 5,098,907**	**4,799,260**
Non State School Support Formula Sources							
Local Sources							
1312 Tuition From Other Districts	-	**-**	-	-	-	-	23,153
1510 Earnings on Investments	250,000	**296,208**	16,292	312,500	(62,500)	50,000	388,401
1710 Admissions/Fees	7,500	**4,003**	(253)	3,750	3,750	7,500	3,272
1910 Rentals	5,484	**5,225**	(15)	5,210	274	3,600	4,036
1920 Donations from Private Sources	-	**-**	-	-	-	-	2,000
1943 Serv Provided to Charter School	76,128	**54,757**	15,524	70,281	5,847	72,198	66,653
1960 Recovery of Prior Year Expenditures		**-**	-	-	-		23,325
1990 Miscellaneous Local Revenue	24,800	**6,794**	15,526	22,320	2,480	24,800	24,786
1991 Miscellaneous ERATE	-	**-**	-	-	-	6,500	
Total Local Sources	363,912	**366,987**	47,074	414,061	(50,149)	164,598	535,627
							-
Intermediate Sources							
2102 Revenue through ESD	7,100	**6,404**	161	6,565	535	7,600	7,027
2800 HERT- Rev. in Lieu of Property Tax	-	**52**		52	(52)	7,600	7,027
Total Intermediate Sources	7,100	6,456	161	6,617	483	7,600	7,027
State/Federal Sources							
4200 Unrestrecited Fed		**871**		871			
Total State/Federal Sources	-	**871**	-	871	-	-	-
		-					
Other Sources							-
5300 Sale/Loss of Fixed Assets	-	**-**			-	-	38,582
5400 Beginning Fund Balance	6,700,000	**6,465,781**		6,465,781	234,219	670,000	6,716,065
Total Other Sources	6,700,000	**6,465,781**	-	6,465,781	234,219	670,000	6,754,647
		-					**-**
Total Non SSF Revenue	**$ 7,071,012**	**$ 6,840,095**	**$ 47,235**	**$ 6,887,330**	**$ 184,553**	**$ 842,198**	**$ 7,297,301**
Total Resources	**$ 11,954,395**	**$ 11,884,020**	**$ (296,202)**	**$ 11,587,818**	**$ 367,384**	**$ 5,971,105**	**$ 12,096,562**
		Less Estimated Requirements		**$ 5,918,644**			
		Estimated Ending Fund Balance		***$ 5,669,174***			
		Less Contingency & UEFB		***$ 5,467,217***			
		Estimated Ending Fund Balance		***$ 201,957***			

Alsea School District General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2025-2026

Function	Budget 2025-2026	Actual YTD EXP 5/31/2026	Projected through 5/31/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	Budget 2024-25		Actual YTD Exp. 6/30/2025
Instruction									
1111 Elementary, K-5 or K-6	1,325,301	**821,593**	304,912	1,126,506	198,795	85%	1,336,914		1,061,403
1113 Elementary Extracurricular	3,808	**338**	3,217	3,554	254	93%	3,864		3,607
1121 Middle/Junior High Programs	298,438	**267,664**	195,274	462,938	(164,500)	155%	271,397	2	256,296
1122 Middle/Junior High School Extracurricular	51,539	**39,146**	13,128	52,275	(736)	101%	36,686		37,210
1131 High School Programs	477,973	**310,906**	215,897	526,803	(48,830)	110%	390,968	3	344,368
1132 High School Extracurricular	141,006	**114,833**	2,573	117,406	23,600	83%	149,995		112,017
1250 Programs for Students w/Severe Disabilities	452,386	**303,469**	81,858	385,327	67,059	85%	636,673		361,496
1291 English Second Language Programs	4,679	**1,256**	139	1,396	3,283	30%	8,359		1,436
Total Instruction	**$ 2,755,130**	**$ 1,859,206**	**$ 816,998**	**$ 2,676,204**	**$ 78,926**		**$ 2,834,856**		**2,177,833**
		-							
Support Services									
2113 Social Work Services	4,963	**3,949**	1,211	5,160	(197)		-		5,201
2114 Student Accounting Services	28,784	**25,984**	3,492	29,476	(692)	102%	28,801		29,494
2134 Nurse Services	12,000	**10,095**	105	10,200	1,800	85%	12,000		8,325
2142 Psychological Testing Services	50,200	**2,559**	11,038	13,596	36,604	0%	50,200		13,596
2152 Speech Pathology Services	50,450	**-**	17,023	17,023	33,427	34%	65,900		22,236
2160 Other Student Treatment Services	45,500	**-**	30,928	30,928			39,500		26,850
2190 Service Directions, Student Support Svcs	83,946	**67,082**	12,902	79,984	3,962	95%	82,526		61,818
2210 Improvement of Instruction Services	-	**-**	-	-			-		155
2222 Library/Media Center	1,250	**-**	-	-	1,250	0%	1,250		-
2230 Assessment and Testing	4,288	**3,481**	733	4,214	74	98%	4,368		4,292
2240 Instructional Staff Development	26,000	**1,875**	2,749	4,625	21,375	18%	26,000		4,625
2310 Board of Education	159,731	**52,414**	6,894	59,308	100,423	37%	161,200		59,853
2321 Office of the Superintendent Services	246,266	**212,364**	29,490	241,854	4,412	98%	266,441		261,667
2410 Office of the Principal Services	544,864	**404,858**	112,763	517,621	27,243	95%	502,660		435,304
2520 Fiscal Services	334,305	**274,129**	26,746	300,875	33,431	90%	355,450		247,060
2540 Operation & Maintenance of Plant Services	615,454	**416,032**	95,079	511,110	104,344	83%	609,241		470,276
2550 Student Transportation Services	1,017,695	**713,082**	170,163	883,245	134,450	87%	1,009,576		876,199
2660 Technology Services	93,751	**102,255**	18,366	120,621	(26,870)	129%	117,316		62,335
Total Support Services	**$ 3,319,447**	**$ 2,290,159**	**$ 539,680**	**$ 2,829,839**	**$ 475,233**		**$ 3,332,429**		**$ 2,589,285**
Other Requirements									
5200 Transfers of Funds	412,601	**-**	412,601	412,601	-	100.00%	963,407		896,402
6000 Contingency	500,000	**-**	-	-	500,000	100.00%	500,000		
7000 Unappropriated Ending Fund Balance	4,967,217	**-**	-	-	4,967,217	100.00%	4,333,913		
Total Other Requirements	**$ 5,879,818**	**$ -**	**$ 412,601**	**$ 412,601**	**$ 5,467,217**		**$ 5,797,320**		**$ 896,402**
Total Requirements	**$ 11,954,395**	**$ 4,149,365**	**$ 1,769,279**	**$ 5,918,644**	**$ 6,021,376**	**$ -**	**$ 11,964,605**		**$ 5,663,521**

Alea School District Appropriations: Budget Vs. Actual For the Fiscal Year 2025-2026

	Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
General Fund						
1000 Instruction	$ 2,755,130	**$ 1,859,206**	**$ 513,935**	$ 2,373,141		$ 381,989
2000 Support Services	$ 3,319,447	**$ 2,290,159**	**$ 308,316**	$ 2,598,475		$ 720,972
5200 Transfers	$ 412,601	**$ -**	**$ -**	$ -		$ 412,601
6000 Contingency	$ 500,000			$ -		$ 500,000
Sub Total	**$ 6,987,178**	**$ 4,149,365**	**$ 822,251**	**$ 4,971,615**		**$ 2,015,563**
Special Revenue Funds						
1000 Instruction	$ 714,554	**$ 388,989**	**$ 87,290**	$ 476,278		$ 238,276
2000 Support Services	$ 450,872	**$ 114,483**	**$ 26,154**	$ 140,636		$ 310,236
3000 Community Services	$ 271,297	**$ 144,788**	**$ 42,319**	$ 187,107		$ 84,190
5100 Debt Service	$ 91,230	**$ 91,228**	**$ -**	$ 91,228		$ 2
Sub Total	**$ 1,527,953**	**$ 739,487**	**$ 155,762**	**$ 895,249**		**$ 632,704**
Debt Service Fund						
5100 Debt Service	$ 100,000	**$ 100,000**	**$ -**	$ 100,000		$ -
Sub Total	**$ 100,000**	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**
Facility Funds						
4000 Facilities Acquisition	$ 3,040,000	**$ 2,575,183**	**$ -**	$ 2,575,183		$ 464,817
Sub Total	**$ 3,040,000**	**$ 2,575,183**	**$ -**	**$ 2,575,183**		**$ 464,817**
Internal Service Funds						
2000 Support Services	$ 272,192	**$ 11,605**	**$ -**	$ 11,605		$ 260,587
Sub Total	**$ 272,192**	**$ 11,605**	**$ -**	**$ 11,605**		**$ 260,587**
Total Appropriations	$ 11,927,323	$ 7,575,640	$ 978,013	$ 8,553,652		$ 3,373,671
Total Unappropriated	$ 4,996,838	$ -	$ -	$ -		$ 4,996,838
TOTAL	**$ 16,924,161**	**$ 7,575,640**	**$ 978,013**	**$ 8,553,652**		**$ 8,370,509**

Alsea School District 129J Other Funds Revenue and Expenditures Budget Vs. Actual For the Fiscal Year 2025-2026

Fund	Description	Budget	7/1/2025 Beginning Fund Balance	YTD Revenue	YTD Expenditures	Encumbrances	Balance Projected 6/30/26
200	Donations	59,200	2,730	10,000	14,930	500	(2,700)
203	Title 1A	45,861	-	13,279	31,238	9,149	(27,108)
205	Small Rural School Achievemer	31,898	-	3,550	4,869	1,775	(3,094)
206	Title III-A Immigration Grant	224	-	-	-	-	-
207	Pre-Employment Transition Prc	45,000	-	20,218	20,218	-	-
208	E-Rate Funds	26,355	150	-	-	-	150
210	IDEA, Part B611	58,652	-	3,322	-	-	3,322
216	IDEA, Part B619	401	0	0	0	0	-
220	Title V-B Reap	20,981	-	17,064	17,184	-	(120)
226	Early Indicator Intervention	806	0	1,158.88	1,158.88	0	-
227	Early Literacy Grant	61,481	-	45,266	48,696	13,341	(16,771)
228	After School Programs	3000	0	0	0	0	-
248	Federal School Improvement Fı	36,264	-	-	27,346	8,917	(36,264)
251	Student Investment Account	329,307	-	246,980	235,435	63,677	(52,131)
252	High School Success	71,199	-	53,399	59,164	15,987	(21,753)
253	Vision Screening	500	0	0	0	0	-
256	Carl Perkins	5,200	-	5,021	5,479	-	(458)
257	Baseball/Softball Program	3,750	3,707	-	-	-	3,707
259	Student Activity Funds	89,500	52,184	24,870	25,841	97	51,116
263	Forest Camp M99	13,698	-	-	13,473	-	(13,473)
265	Menstrual Dignity	900	0	0	0	0	-
272	Tap Seismic		-	-	-	-	
290	Bus Replacement Fund	296,219	162,159	61,852	91,228	-	132,783
298	Nutrition Services Grants	15,096	-	1,651	1,935	11,107	(11,391)
299	Nutrition Services	253,201	-	99,726	141,291	31,212	(72,777)
							-
310	Debt Service - 2021 Issue	129,621	34,838	100,277	100,000	-	35,115
							-
400	Capital Projects Funds	980,000	376,601	5,018	149,793	-	231,826
410	Bond 2021/OSCIM Grant	60,000	50,936	-	50,936	-	-
430	Seismic Rehabilitation Grant	2,000,000	514,425	1,852,665	2,374,454	-	(7,364)
610	Unemployment Reserve Fund	240,192	181,161	2,780	11,605	-	172,336
620	PERS Reserve	32,000	32,981	513	-	-	33,494
							-
	Grand Total	**$ 4,910,506**	**$ 1,411,873**	**$ 2,568,610**	**$ 3,426,275**	**$ 155,762**	**$ 398,445**

d. Safety Committee Report

Alsea School District
301 S 3rd Street
Alsea, OR 97324

Safety Committee Meeting
06/03/2026

Committee Members Present: Stacy Knudson, Keenan Elbers, Lora Nickle
Committee Members Absent: Sara Littlefield, Mary O'Brien

1. **Evacuation Drills**
   a. Evacuation to football field
      - What went well
        - Students and staff evacuated in a timely manner
      - Areas of concern
        - No organization in classroom line up
        - Teachers had a hard time controlling student voice levels and staying with class group
        - No intercom in the Play shed, Gym or the current 6th grade classroom.

2. **Solution Thoughts**
   a. Create class signs for stadium seating
   b. Continued training of staff and students on appropriate drill procedures
      - Find seat quickly and quietly
      - Talking in low voices
   c. Alternate drill to both the front field and football field. Every other drill?
   d. Intercom issue will be resolved for the 2026-27 SY with the Stryker badges

6. **New Business**

a. XC Co-Op with Philomath

b. Alsea Charter Agreement Renewal

CHARTER FOR THE
ALSEA CHARTER SCHOOL

301 S 3rd St
P.O. Box B
Alsea, OR 97324

THIS CHARTER FOR THE ALSEA CHARTER SCHOOL is entered into and executed on July 12, 2021 by and between the Board of the Alsea School District ("District") an Oregon school district, and the Alsea Charter School, ("ACS"), an Oregon K-12 Charter School.

RECITALS

WHEREAS, the Oregon legislature has enacted ORS CHAPTER 338 (the "Charter School Act") to set forth, among other things, the conditions under which a public charter school may be sponsored by a common school district; and

WHEREAS, the Board held a public hearing on the provisions of the proposal in accordance with ORS 338.055 (1) and evaluated the criteria set forth in the Charter School Act; and

WHEREAS, by board vote passed July 12, 2021, the District Board conditionally granted the application contingent upon the negotiation and execution of a contract acceptable to ACS and the District; and

WHEREAS, the Charter School Act requires that ACS and the District enter into this agreement to establish the charter under which the Alsea School District will operate as a public charter school; and

WHEREAS, the parties desire that the Alsea School District be authorized to continue to operate as a public charter school in accordance with the terms of this Charter and the Charter School Act;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual understandings, releases, and payments herein described, the parties agree as follows:

SECTION 1 - Purpose of the Alsea Charter School

Philosophy and Mission. The philosophy of Alsea Charter School(ACS)is to build stronger working relationships among educators, parents, and other community members. ACS will create a community-based, technology-infused, problem-solving curriculum for grades Kindergarten through 12, incorporating state content standards aimed at preparing students to meet or exceed state assessments, build leadership skills, and prepare students for life beyond school.

Non-religious and Non-discrimination Policy. The education program of ACS shall be nonreligious and nonsectarian. ACS shall not discriminate against any student or staff on the basis of race, creed, color, sex, national origin, religion, ancestry, disability, marital status, sexual orientation, English language ability, athletic ability, income level or political beliefs and/or affiliations. All student enrollment and admission policies and procedures shall strictly adhere to ACS's nondiscrimination policy. ACS will comply with all applicable federal and state laws, rules and regulations regarding nondiscrimination.

SECTION 2 - Interpretation: Integration

Definitions. Capitalized terms used in this Charter and not otherwise defined shall have the meanings set forth below:
"Admission" means that a student has been formally accepted as a student as ACS and has enrolled with ACS in accordance with the ACS admission policies and procedures.
"Board of Directors" means the elected Alsea School District Board of Directors. "Charter Board or Charter Board of Directors" means the elected Alsea School District Board of Directors.
"Charter School Act" means ORS Chapter 338 and the rules and regulations promulgated by the Department there under, as the same may be, from time to time, amended or modified.
"Core" means those teachers delivering language arts, math, science or social studies instruction, including elementary teaching staff.
"Department" means the Oregon Department of Education.
"District" means the Alsea School District.
"Fiscal Year" means, with respect to the District of ACS, any twelve-month period beginning on July 1 and ending on the ensuing June 30.
"Full-time Enrolled Student (FTE)" means a student attending ACS grades K-12 shall count as a 1.0 FTE.
"IDEA" means the Federal Individuals with Disabilities Education Act, commonly referred to as public Law 94-142 (as amended).
"IEP" means an individualized education program created for a student with disabilities to whom the IDEA applies.
"IEP Team" means a committee of qualified educators charged with the task of evaluating the special needs of a Special Education Student to create an IEP for the student and determine the most appropriate educational setting for the student.
"ACS" means, as the context requires, the Alsea Charter School, a charter school formed for the purpose of converting and operating a kindergarten through grade twelve (12) school district, as a public charter school district.
"Special Education Student" means a child with disabilities for whom the IDEA requires the development of an IEP.
"State" Means the State of Oregon and, as the context requires, Oregon's executive, judicial or legislative bodies and their agents and agencies.

Incorporation of Attachments and Interpretation of Conflicts. This charter application will be incorporated as if fully set forth herein, provided that, if any conflict exists between the provisions of the body of this Charter, applicable state law and the provisions of the attachment, priority in interpretation shall be first given to federal and state law and administrative rules, then to the body of this Charter, and lastly, to the provisions of the hereto to be included: The Alsea School District Integrated Plan.

SECTION 3 - Term

Initial Term. This Charter application will be effective upon approval of both parties and, unless otherwise terminated as provided herein, shall expire at midnight on June 30, 2031.

SECTION 4 - Educational Program and Curriculum

Age and Grade Range. Unless modified as provided herein, ACS shall provide instruction to students in grades K-12.

Curriculum.
General Requirements. ACS shall implement its instructional programs to include, at a minimum, mathematics, science, social science, language arts, physical education, health, vocational technology and agriculture, second language, and the arts. ACS shall have the authority and responsibility of designing and implementing its educational program, subject to the conditions of this Charter, in a manner consistent with state law.

State Standards. ACS agrees to develop and maintain curricular content that is articulated K-12 and aligned to the state standards in English, mathematics, science, and social science. Assessment tools for essential skills will be implemented and utilized. The program for the Arts will be developed as art and vocational technology. Physical education will include elementary and secondary grades. ACS will provide adequate course offerings to ensure all students the opportunity to accomplish essential skills and expanded options and receive a diploma upon successful completion of that course work and the required assessments. The educational program, pupil performance standards and curriculum designed and implemented by ACS shall meet or exceed applicable content standards adopted by the State and shall be designed to enable each pupil to achieve such standards.

English as a Second Language. ACS shall assess the English language proficiency of any students identified as coming from a non-English-speaking background, or whose first language is other than English. ACS shall provide English as a Second Language Program for such students as they qualify.

Participation in Extracurricular Activities of ACS. ACS students are eligible to participate in extracurricular activities provided by the Charter according to the eligibility requirements of OSAA (Oregon Schools Athletic Association) and District Student Activities Policy. ACS transfer students must comply with applicable OSAA rules before being eligible to participate in OSAA extracurricular activities.

Aligned Education Model. ACS will achieve its mission and educational goals through the development of an aligned K-12 curriculum that focuses ACS resources, optimizes student learning, increases efficiency, and eliminates curricular gaps by aligning to the State Benchmarks. The staff will receive training in their specific content area(s); innovative teaching techniques; classroom management; curriculum development; methodology related to effective practices within a small, remote, rural educational environment; and other areas of professional development.

Innovative Programs may include but are not limited to:

- Develop community partnerships in core and elective classes
- Develop a personalized education plan (PEP) for each student
- An emphasis on skill building and leadership development throughout the curriculum
- Project-based learning
- Online courses
- Science, Technology, Engineering, Arts, and Math (STEAM) educational offerings ACS will grant credits to its students under the applicable laws and rules.

SECTION 5 - Opening date and School Calendar; Tuition;

Admission and Enrollment

School Calendar. The ACS school year and attendance schedule will be based on and developed with the goal of accommodating curricular needs and employee contracts of ACS and will adhere to the District Adopted Calendar.

Tuition. ACS will not charge tuition for programs, classes or courses of study as part of the regular school program. ACS may charge reasonable fees for tuition, application processing, instructional materials, related to optional coursework available online or through other distance or independent learning providers. ORS 339.141, 339.147, and 339.155 will apply to fees charged to students.

Students in Poverty. ACS shall provide waivers from all fees for those students unable to pay in accordance with applicable federal and state law and ACS policy. ACS shall survey its student population for those eligible for free

and reduced breakfast and lunches under federal and state law, if ACS elects to provide breakfasts, lunches or other meal related programs for students.

Policies and Procedures for Admission and Enrollment Eligibility; Voluntary Enrollment.
Student enrollment shall be voluntary. All students who reside in the District are eligible for enrollment, and, under the conditions set forth herein, and as permitted by State law and District Policies, students who reside outside of the District ("non-resident students") may also be admitted. Enrollment of Special Education Students shall be the same as for the students in general, except as modified by the special placement procedures set forth in Section 6. The ACS enrollment application form will ask if the student applicant has an IEP or a 504 plan but this information shall not be used to determine eligibility. Students who choose not to attend ACS may transfer to other district regional schools, charter schools, or home school by requesting a transfer.

Enrollment Numbers.

Enrollment Target. Student enrollment shall be generally limited based on grade level as follows: K-12 range (23 students per classroom (K – 6) and per class (7 – 12)) with a total school enrollment cap of 300 students, with the exception that all students residing within the District shall be allowed to attend the Charter School.

Minimum Enrollment. The minimum enrollment shall be twenty-five full-time enrolled students. This estimated number of total students shall be established annually, as part of the budget preparation process, by the Budget committee, The Board of Directors, and District administrative staff. Should student enrollment fall below this estimate of full-time enrolled students at any time during the year, the Board of Directors shall be notified. Subject to the limitations of the State requirements, and based on the circumstances of the reduced enrollment, the Board of Directors may consider what action, if any, will be taken.

Lottery. To the extent permitted by this Charter and State law, if more non-resident students apply for any grade than can be accommodated, admission will be based on an equitable lottery conducted by ACS under the following principles:

Non-resident Students. To the extent permitted by this Charter and State law, a non resident student admitted to the Alsea School District or ACS will have the same enrollment preferences (including sibling enrollment preferences) as a student who resides within the boundaries of the District, and shall not be dropped from the ACS enrollment for any reason related solely to his or her place of residence or to a change in his/her place of residence.

Equitable Principles. Lottery selection shall be guided by recognizing the following order of priority for admission:

1. siblings of students who were enrolled at ACS during the previous year/years;

2. students who were on a waiting list, and have re-applied for admission;

3. non-resident students who are not eligible under categories 1 or 2.

The foregoing priority levels shall be applied in each year of enrollment with students within each level being selected, if necessary, by random lottery no later than June 1. Lottery dates shall be posted on the district website.

Waiting lists; Filling Vacancies. At any phase of enrollment, applicants who cannot be accommodated for admission may be placed on a waiting list. The exception to this will be Alsea resident students. During the ensuing school year prior to October 1, any vacancy which occurs shall be filled first from the waiting list, according to the same preferences as applied to the original lottery, and, after exhaustion of the waiting list, new applicants may be considered, on a first-come, first-served basis. No new non-resident students may be admitted for the current school year after October 1st.

SECTION 6 - Education of Students with Disabilities Application and Enrollment:

Non-discrimination in Enrollment. ACS will not intentionally discriminate against enrolling Special Education Students or otherwise violate laws applicable to Special Education Students. ACS will admit students without regard to their status as Special Education Students, if the student's IEP Team determines that ACS is the appropriate placement.

Identification of Students Eligible for IEPs. ACS will ensure that at least one of its staff or appropriate ESD personnel work with the school district of any non-resident student to ensure that the federal laws for identifying and evaluating children with special needs are carried out in good faith.

Administration of Special Education Student IEPs. ACS will provide Special Education Services in accordance with state and Federal law.

SECTION 7 - Student Performance

Academically Low Achieving Students. ACS shall identify academically low achieving students and shall provide opportunities within its educational program for remediation of the specific areas of deficiency.

Student Performance:
Assessment. In addition to its grading system ACS shall conduct periodic testing of students according to any educational testing system generally accepted by Oregon school districts. ACS shall participate in the statewide assessment system developed by the Department of Education under ORS 329.485(1) or any required federal assessment. ACS may choose to test more frequently as funding and testing instruments become available.

Corrective Action. If periodic testing at any grade level establishes that students are performing at levels lower than the State average (as applicable to the tests used by ACS), ACS shall create a plan for the remediation of the specific areas of deficiency for the student and assess the need for improvement of its teaching effectiveness in the relevant grade levels. ACS may request program evaluation and review from outside organizations or agencies if it is deemed necessary, as funds are available.

Student Attendance, Conduct and Discipline:
Attendance. ACS shall maintain accurate enrollment data and daily records of student attendance and shall provide these data to the Department of Education and other agencies as mandated by law. Student attendance at ACS shall be in compliance with Oregon's compulsory attendance law ORS 339.001-090.
Discipline Policies. ACS shall continue to implement the discipline policies established for the Alsea School District, which provides an age-specific code of conduct, rules, student rights and appeal procedures. Complying with all state and federal laws, ACS shall notify its students and parents of the student rights and responsibilities by the issuance of a handbook, and shall keep its discipline, conduct and student rights policies in a location that is accessible to students and the public.

Suspension and Expulsion. Discipline involving suspension and expulsion shall be achieved according to Oregon law and Alsea School District Policies. All ACS expulsion proceedings shall be administered according to Alsea School District policies appropriate to student age and/or grade level. Grounds for expulsion from ACS shall be consistent with state and federal law.

SECTION 8 - Administrative Services

Complaint Procedures. ACS shall operate under the current administrative process as followed by the Alsea School District for resolving public complaints against ACS, including complaints regarding curriculum.

Student Welfare and Safety. ACS shall comply with all regulations, and applicable federal and state laws, concerning student welfare, safety and health, including, without limitation, the reporting of child abuse, accident prevention, disaster response and any applicable local, state or federal health, sanitation or environmental regulation.

Health and Social Services. ACS may contact and contract with outside agencies for the delivery of health and social services for students. ACSshall inform the required authorities of any incident regarding child abuse and neglect, concurrent with state required reporting. ACS shall comply with state and federal law relating to medication administration to
students.

Insurance Coverage Required. Alsea School District shall secure, retain and provide proof of the following insurance on behalf of the ACS: commercial and general liability insurance; errors and omissions insurance; directors' and officers' liability insurance; automobile liability insurance; workers' compensation insurance; and employee dishonesty insurance.

Coordination of Risk Management Activities. ACS agrees that it will report its risk with the Board of Directors. This will include the prompt reporting of any and all pending or threatening claims, filing of timely notices of claims, and cooperating fully with the District in the defense of any claims in which ACS is named. ACS will report and keep records of all accidents and injuries occurring on District- owned property, a summary of these reports will be given to the Board of Directors.

Third-Party Contracts. ACS shall not enter into any contract for comprehensive school management or operation services to be performed in substantial part by an entity not a party to this Charter. All such contracts shall be entered into exclusively by the Alsea School District Board of Directors.

ADA/504 Obligations. ACS acknowledges that it is legally responsible to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and ORS 659 with respect to its students, staff and patrons. ACS may contract with the appropriate outside agency or organization for services or accommodations to meet ACS's legal obligations under these statutes.

Transportation. ACS students may obtain transportation through the student's parent/guardian or existing/new public school bus lines. Provisions of District home-to-school transportation will be available as required by state law and Department of Education rule, on the days when the ACS has students in attendance.

ACS School Building. ACS shall be operated at the site and use all the facilities of the Alsea School District. All premises, furnishings and equipment shall be transferred as a component of this conversion. In the event of termination of this charter only those premises, furnishings and equipment purchased with charter implementation grant monies shall be held liable for redistribution under ORS 338.105(6). All other premises, furnishings and equipment shall return to Alsea School District or other such entity as shall be designated by the Board of Directors in accordance with District policy and applicable state and federal law.

Use of District Contracts. ACS shall purchase textbooks, equipment, materials and supplies as currently provided in Alsea School District policy. These procedures may be modified by the Superintendent or the Board of Directors to ensure the efficient operation of ACS.

District's Contract Services. In as much as ACS will be the sole existing entity it is understood that the entire amount of funding provided from all sources will be converted to use by ACS.

SECTION 9 - Reports

General. ACS shall comply with all applicable record-keeping requirements of federal and state law and, shall provide any additional reports necessary to enable ACS to meet District's reporting obligations to the Oregon Department of Education. Student records maintained by ACS shall include, without limitation, immunization records, class schedules, records of academic performance, disciplinary actions, attendance, and documents required pursuant to the statewide assessment system under ORS 329.485 (1), and any documentation required under federal and state laws regarding the education of students with disabilities.

Annual Charter School Report. ACS shall comply with all reporting requirements of the Charter School Act, including provision of any annual report of ACS and student performance to the Board of Directors and the State Board of Education. The annual reports shall be delivered to the Board of Directors at a scheduled public meeting and will contain, without limitation, the following: summary data on the progress toward meeting its academic goals and objectives; the audited financial statements of ACS, including proofs of insurance; policy development issues; student attendance and student discipline information; the results of grade level performance testing; a summary of all corrective action plans and their effectiveness; and all information necessary to make a determination of whether ACS is in compliance with the Charter School Act. The annual report shall be due no later than December 1st of each year.

List of Teachers and Students. As determined by need, ACS shall identify for the District any personnel needs required for the operation of the school in accordance with federal, state or district laws or policies. ACS shall maintain personnel files with all licensure information for all employees. ACS will submit a count of all ACS students currently enrolled at the District's September school board meeting and a student list if requested by the board of directors. The list of all students will remain confidential, within the limits of State Law and District public records policy.

Accountability. ACS shall be accountable to the Board of Directors. All records established and maintained in accordance with the provisions of this Charter, ACS policy and federal and state law shall be open to inspection by the Board of Directors. ACS is obligated to collect and provide such data regarding staffing, student enrollment, student records, and school operations, with reasonable notice/request by the Board of Directors.
Policies. Designees of the ACS shall work with the Board of Directors to revise, as needed, the existing policies and procedures previously adopted by the Board of Directors or by its administrative manager with respect to any matter relating to its operations and educational programs. The Board of Directors may approve the use of assistance from outside agencies or organizations for this purpose.

SECTION 10 - Financial Management, Funding, Reporting and Accountability

Operational Powers. In as much as ACS will be the sole entity and subject to the conditions and provisions of this Charter, ACS, through the Board of Directors and the Superintendent as Chief Operating Officer, shall be fiscally responsible for its operations.

District Funding.

Base Level Funding. In as much as ACS will be the sole existing entity it is understood that the entire amount of funding provided from all sources will be converted to use by ACS.

Gifts, Donations and Grants. In addition, ACS may accept gifts, donations or grants, provided that no such gifts, donations or grants may be accepted if contrary to applicable law. In the event that ACS solicits funding from any source it shall comply with all applicable state and federal laws regarding reporting of such charitable solicitations. ACS shall include all gifts, donations, and grants in its financial reports.

Budget. ACS shall prepare a budget within the guidelines of state law.

Financial Records, Audits and Accounting Reports.

Standards. ACS shall establish, maintain and retain appropriate financial records in accordance with all applicable federal, state and local laws, rules and regulations and generally accepted accounting principles ("GAAP"),

Periodic Reports. ACS will provide the Board of Directors with copies of its monthly, quarterly and fiscal year annual accounting reports. ACS shall provide the Board of Directors with a copy of its cash- flow projections for each Fiscal Year and notify the Board of Directors of any unexpected event or circumstance that will impact the cash flow of the District.

Annual Audit. ACS will arrange an annual audit of ACS's accounts in accordance with the Municipal Audit Law, ORS 297.405 to 297.555 and 297.998. ACS will provide the Board of Directors with a copy of the audit during the financial review or in its annual report, whichever comes first.

Annual Financial Review. Designated ACSstaff and the Board of Directors shall review the operations, financial and otherwise, of ACS at least annually.

SECTION 11 - ACS Personnel Procedures

A. ACS Authority; Status of ACS Employees. All ACS employees shall be hired by the District and assigned to ACS. All personnel decisions shall be subject to the established policies and practices of the Alsea School District regarding the selection and hiring, training, discipline and firing of its teaching, administrative and operations staff with the exception of those changed by waiver or mutual consent of parties in a Collective Bargaining Agreement (CBA). The current Alsea School District CBAs will be honored and maintained by ACS. All employee groups will be notified of the change and given an opportunity to provide input to the Alsea Superintendent and Board of Directors.

B. Policies. ACS will be subject to Alsea School District policies in compliance with all applicable federal and state laws and Collective Bargaining Agreements in effect at during the life of this charter regarding recruitment, promotion, discipline and termination of personnel; methods for evaluating performance; and a plan for resolving employee-related problems, including complaint and grievance procedures as referenced in ORS 338.135

C. Payroll. Employees shall be paid through the payroll department of the District according to existing Alsea School District payroll procedures unless changed during the life of this charter.

D. Benefits. The licensed and classified staff at ACS will receive benefits in compliance with any applicable collective bargaining agreements or as otherwise provided by ACS. ACS supervisory staff will receive benefits in accordance with their employment contracts.

E. PERS. As required by the Charter School Act, ACS shall participate in the Public Employees Retirement System (PERS) for its employees or its successor system(s).

F. Employee Welfare and Safety. ACS shall comply with applicable federal and state laws concerning employee welfare, safety and health issues.

G. Employee Records. ACS shall be responsible for establishing and maintaining personnel records for its employees in compliance with all applicable federal and state laws concerning the maintenance, retention and disclosure of employee records.

H. Placement upon Revocation of Charter. In the event of termination or non-renewal of this Charter, ACS shall follow the reduction-in-force provisions in any applicable, collective bargaining agreements for licensed and classified employees. If as a result of termination or non- renewal of this Charter, a determination is made to reconstitute the District as a regular public school district under the authority of the Board of Directors, the Board of Directors will, as staffing requirements permit and funding allows, and on the recommendation of the Superintendent, make every effort to rehire all staff employed by ACS at time of its reconstitution as a regular public school district.

I. Substitutes. ACS will be responsible for providing coverage for all ACS teachers requiring substitutes in accordance with existing practices, policies and state rule and law.
J. Licensure. Up to fifty (50%) of full-time equivalency of ACS core teachers shall hold a valid teacher's license from TSPC (Teacher Standards and Practices Commission).

K. Professional Development. ACS shall provide professional development opportunities to ACS staff as provided for in District policy, state law, and any applicable collective bargaining agreements. ACS may collaborate with the other agencies or organizations for joint professional development opportunities.

L. Teacher Standards & Practices Commission (TSPC) Obligation. ACS shall meet any and all qualifications and reporting obligations to TSPC regarding its employees.

M. Criminal Background Checks. ACS shall not knowingly employ any individual for whom a criminal background investigation has not been initiated or who has been convicted of one or more offenses in District Policy and Rule. The District will provide all criminal background checks, as required by ORS 342.223.

SECTION 12 - Termination

With the exception of termination by mutual agreement or the election of non-renewal by a party upon the expiration of any Charter term, this Charter may be terminated as provided in this Section 12.

A. Termination by Board of Directors Subject to 60-Day Notice. The Board of Directors may terminate this Charter upon not less than sixty (60) days prior written notice to ACS upon the occurrence of one of the following events:

> **1. Breach of Contract.** Breach by ACS of any material term or condition of this Charter, other than a breach or condition described in subsection 12(c), which continues for more than thirty (30) days after ACS receives

written notice from District specifying the nature of the breach and demanding its cure, provided that, if the nature of the breach prevents it cure within thirty day, then this Charter may not be terminated if within the thirty-day period, ACS submits a plan for the curing of such breach that is satisfactory to the District and diligently prosecutes the plan to its satisfactory conclusion. Material terms and conditions include, but shall not be limited to:

- Breach of any condition or requirement set forth in the Charter School Act or any state or federal law applicable to ACS under ORS 338.115 of the Charter School Act;
- Failure to maintain any insurance required by this Charter;
- If any of the conditions in ORS 338.105 (1)(a-f) apply.

2. Financial Instability. ACSshall be deemed financially unstable only upon its failure to pay its debts when due and payable, or upon the filing in any state or federal bankruptcy court of any claim for relief from its creditors, or if litigation shall be commenced by its creditors. Failure to maintain budget in relation to enrollment shall require reconciliation between revenue and expenses with expenses not to exceed revenue. Said failure shall be deemed sufficient cause for termination of the charter only in such circumstances as no viable plan to remedy the failure, is put forward within thirty days of notification to the Board of Directors. The Board shall have thirty (30) days to consider and approve or disapprove the plan. Should the Board of Directors disapprove the plan the process for Charter termination will be followed as prescribed in Section 12.

3. Failure to Maintain Minimum Enrollment. This Charter may be terminated if ACS fails to maintain an enrollment sufficient to provide adequate funding to continue operations. At no time shall total enrollment drop below 25 students as required under ORS 338.115(5)

B. Notice and Right of Appeal. The Board of Directors shall notify ACS at least 60 days prior to the proposed effective date of any termination under subsection 12(1)(a). The notice shall state the grounds for the termination. ACS may request a hearing by the Board of Directors by written request within ten (10) days of the notice of termination. ACS may appeal the decision of the District's board to the State Board of Education. The decision of the State Board of Education may be appealed pursuant to applicable State law.

C. Termination by District without Notice. The Board of Directors may terminate this charter immediately and close ACS if ACS is endangering the health or safety of _____ its students.

1. Hearing on Termination. The ACS Council may, in writing, request a hearing from the Board of Directors on the termination of this Charter under this subsection 12(c). TheDistrict shall hold a hearing within 10 days after receiving the request.

2. Appeal to Board of Education. The ACS Board may appeal a decision of the District under this subsection to the State Board of Education. Throughout the appeals process, ACS shall remain closed at the discretion of the Board of Directors unless the State Board of Education orders the Board of Directors to open ACS and not terminate this Charter.

D. Termination by the Board of Directors for Lack of Funding. The Board of Directors may terminate this Charter at the end of a semester, and upon such notice as may reasonably be given if ACS should become unable to receive State funding provided herein for reasons beyond the Board of Directors' control.

E. Termination by ACS. ACS may only terminate this Charter, dissolve or close the ACS at the end of a semester with not less than 90 days' written notice prior to the proposed effective date of the termination, closure or dissolution. Subject to the foregoing limitation, the decision to dissolve this Charter shall be at the will of ACS.

F. Effect of Termination. Termination of this Charter shall not abridge ACS's legal authority to operate as a non-chartered public school. However, if this Charter is terminated, all ACS assets that were purchased with public charter school funds may be required to be given to the State Board of Education. Notwithstanding the foregoing, and to the extent permitted by law, in the event of a termination of this Charter, all assets, equipment, supplies and other items provided to ACS which were the sole property of the Alsea School District prior to this Charter or were added after the fact with funds not a part of public charter school funds or are of a nature that their loss or absence would prevent the operation of the District or its programs after termination of this charter, shall be returned or retained by the Alsea School District.

SECTION 13 - Status of Parties/Governance

In as much as ACS will be the sole existing party, acts of ACS shall be binding. ACS shall have the full authority to enter into contracts and agreements necessary for the operation of ACS to the extent as the district has allowed any school past or present to do and to exercise additional powers granted by ACS by the Charter School Act and State law.

Board of Directors acceptance of Liability. The parties to this Charter expressly acknowledge that ACS is operating as the agent, and under the direction and control, of the Board of Directors. The Board of Directors assumes that liability normally associated with Boards of other Oregon public schools for any loss or injury resulting from, including, but not limited to any loss arising from: The acts or omissions of the ACS, its directors, trustees, agents or employees; The use and occupancy of the building occupied by ACS or any matter in connection with the condition of such building; or any debt or contractual obligation incurred by the ACS.

SECTION 14 - Indemnification

In as much as ACS will be the sole existing entity and as such has no other party to indemnify this section is null and void.

SECTION 15 - Dispute Resolution

In matters related to disputes between the Board of Directors and the Charter School, the parties agree that the State Board of Education or its designated representative shall act as arbitrator, or other such agency as shall be established by law.

SECTION 16. Miscellaneous Provisions

A. Entire Agreement. This Charter, with appendices and attachments, contains all terms, conditions and provisions hereof and the entire understanding and all representations of understandings and discussions of the parties relating thereto as of its date of execution, and all prior representations, understandings and discussions are merged herein and superseded and cancelled by this Charter.

B. Governing Law. This Charter shall be governed by, subject to and constructed under the laws of the State of Oregon without regard to its conflicts of law provisions.

C. Assignment. This Charter may not be assigned or delegated by either party under any circumstances, it being expressly understood that the Charter granted by this Charter runs solely and exclusively to ACS as a public Charter School sponsored by the Board ofDirectors.

D. Amendment.

1. In General. Except as expressly provided herein to the contrary, this Charter may be modified or amended only by written agreement between ACS and the Board of Directors and/or their designee.

2. Changes in Law. This Charter shall be automatically amended to include any amendment, deletion or change in law, which, by its own terms, is made applicable to matters contemplated by this Charter. In addition, if the State develops any new rules, regulations or statutes that may affect the terms of this Charter or otherwise affect ACS, ACS and the Board of Directors shall review this Charter and determine whether this Charter shall be amended. The amended law will only take effect if the legislature indicates it applies to existing charters.

E. No Waiver. The parties agree that no assent, express or implied, to any breach by either of them of any one or more of the covenants and agreements expressed herein shall be deemed or taken to constitute a waiver of any succeeding or other breach.

F. Severability. If any provision of this is determined to be unenforceable or invalid for any reason, the remainder of the contract shall remain in effect, unless otherwise terminated by one or both of the parties in accordance with the terms of this Charter.

G. Prior Actions. It is expressly agreed and understood that as a condition precedent to this Charter becoming effective on the effective date specified below, ACS shall have taken, completed and satisfied on or before the date specified herein any action or obligation which is required to be completed before such effective date and failure to do so shall constitute grounds for the Board of Directors to declare this contract null and void.

SECTION 17. Notice; Designated Representatives

Notice. Until a party provides written instructions to the contrary, any notice required or permitted under this Charter shall be in writing and shall be effective upon either personal delivery (subject to verification of service or acknowledgement of receipt), email, or one day after mailing when sent by certified mail, postage prepaid, to the party at the address shown below:
Alsea Superintendent
301 S 3rd St
Alsea, OR 97324

SECTION 18. Power of District Liaison or Superintendent

The District hereby represents and warrants that the functions and powers of the District Board may be exercised by the liaison or Superintendent in accordance with adopted policies. Any ultimate decision regarding renewal, non-renewal or revocation of this Charter may be made only by the Board of Directors.

SECTION 19. ACS Authority to Enter into Contract

The Alsea Charter School expressly affirms that the signatories on its behalf who sign below have the authority to enter into this Charter on behalf of ACS and that the Alsea School District has duly approved this Charter. ACS shall provide a copy of its written resolution authorizing ACS to enter into this Charter.

In Witness Whereof, the parties have executed this Charter/Contract as of the date below.

Board of Directors
Alsea School District

By: _____ Date:_____
Alsea School District Chairperson

Superintendent
Alsea School District

By: _____ Date:_____
Alsea School District Superintendent

c. 2026-27 Alsea Academic Calendar revision

2026-2027

Alsea School District

August '26

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

September '26

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27	28	29	30			

October '26

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November '26

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29	30					

December '26

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January '27

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31						

February '27

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

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

April '27

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

May '27

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

June '27

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

July '27

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

Teacher Days	
Student	147
Inservice	5
Work Day	6
Grading	4
PT Conf.	2

Student School D	
Sem. 1	73
Sem. 2	74
TOTAL	147

August 2026	
18-20	Teacher Work Days
25-27	Teacher Inservice
31	First Day of School
September 2026	
7	NO SCHOOL - Labor Day
4,11,18,25	2:30 Early Release/Staff PLC
October 2026	
9	Teacher Inservice Day
16	Grading Day - Progress
22	12:45 Release - Conferences
November 2026	
6	Teacher Work Day
11	NO SCHOOL - Veterens' Day
25-27	NO SCHOOL - THANKSGIVING BREAK
December 2026	
21-31	NO SCHOOL - WINTER BREAK
January 2027	
4	NO SCHOOL - Teacher Work Day
18	NO SCHOOL - MLK Day
21	End of Semester 1
22	Grading Day - Semester 1
February 2027	
5	Teacher Inservice Day
15	NO SCHOOL - Presidents' Day
March 2027	
12	Teacher Work Day
22-26	NO SCHOOL - SPRING BREAK
April 2027	
9	Grading Day - Progress
15	12:45 Release - Conferences
May 2027	
31	NO SCHOOL - Memorial Day
June 2027	
4	HS Graduation
10	End of Semester 2 - LAST DAY OF SCHOOL
11	Grading Day - Semester 2

**Updated June 2026*

d. Budget Hearing Resolution 27-01

FORM
OR-ED-RES

RESOLUTION No.___27-01

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Alsea School District 7J
hereby adopts the budget for fiscal year 2026**-2027** in the total amount of $14,591,021.00.*
This budget is now on file at **301 S 3rd St** in Alsea, Oregon**.**

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning
July 1, 2026, for the following purposes:

General Fund	
Instruction…….....……	2,581,653
Support Services…….	2,959,153
Transfers……...…	450,000
Contingency……...	500,000
Total……....	**$6,490,806**

Debt Service Fund	
Debt Service	103,800
Total……	**$103,800**

Internal Service Fund	
Support Services	272,600
Total……	**$272,600**

Special Revenue Fund	
Instruction……	871,856
Support Services…….	602,637
Enterprise & Comm…..	302,147
Debt Service	91,230
Total……	**$1,867,870**

Capitol Project Fund	
Facilities Acquisition	400,000
Total……	**$400,000**

Total APPROPRIATIONS, All Funds	**$9,135,076**
Total Unappropriated and Reserve Amounts, All Funds	5,455,945
TOTAL ADOPTED BUDGET	**$14,591,021**

(amounts with asterisks must match)*

*

RESOLUTION IMPOSING THE TAX

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 2026- 2027 :
(1) In the amount of $ _____ **OR** at the rate of $ 5.0811 per $1000 of assessed value for permanent rate tax;
(2) In the amount of $109,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

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** $5.0811 /$1000

Excluded from Limitation

General Obligation Bond Debt Service…..$ 109,000

The above resolution statements were approved and declared adopted on June 8th, 2026**.**

X_____

150-504-059 (Rev. 11-05-21)

150-504-073-6 (Rev 1-13)

7. **Old Business**
8. **First Reading *(Shaded words are new/strikethroughs are deleted)**
9. **Second Reading**

a. BBAA - Board Member's Authority and Responsibilities

OSBA Model Sample Policy

Code: BBAA
Adopted:

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

   Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions[1]

   Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

   When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

PROPOSED

[1] Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law, including participating in an approved[2] training at least once during each term of office[3].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[4] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

PROPOSED

[2] Approved by the Oregon Government Ethics Commission.

[3] Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.

[4] (855) 503-SAFE (7233)

END OF POLICY

Legal Reference(s):

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

PROPOSED

b. BBAA - Individual Board Members' Authority and Responsibilities - DELETE

OSBA Model Sample Policy

Code: BBAA
Adopted:

DELETE

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

   Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

   Requests for legal [advice or] opinions by a Board member [that will incur a cost for the district] must be approved by a majority vote of the Board before the request is made to legal counsel. [The Board chair is authorized to obtain legal advice or opinions if [advantageous] to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval.] Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

   When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy [Board policy KL – Public Complaints]. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

DELETE

c. BBE - Vacancies on the Board

OSBA Model Sample Policy

Code: BBE
Adopted:

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;

3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:

   a. Be an elector of the district.[2] This requires being registered to vote within the district;
   b. Have resided in the district for a period of one year immediately preceding the appointment;
   c. Not be an employee of the district or a charter school located within the district, except as a substitute bus driver in accordance with ORS 332.016.

4. The Board will review applicant materials in an open Board meeting;

5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[3], the Board may re-vote or vote to re-open the application period;

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

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[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district (see exception for board members who move, but remain residents of the district in ORS 332.030(2) - (3));
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

[3] ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently three votes are necessary to appoint a board member, regardless of how many vacancies exist.

PROPOSED

If the vacancy occurs, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the Linn Benton Lincoln Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

PROPOSED

d. BBE - Vacancies on the Board - DELETE

OSBA Model Sample Policy

Code: BBE
Adopted:

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment [and a resident of the zone from which the vacancy has occurred. If the vacancy occurs in a zone, the Board shall advertise for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district].

[In the event of multiple vacancies, the position vacated first will be filled first.]

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the [ ] Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or

2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

DELETE

e. BCE - Board Committees

OSBA Model Sample Policy

Code: BCE
Adopted:

Board Committees

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;

2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law[1], including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.[2]

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;

2. The task of the committee;

3. What resources are needed and will be provided to the committee;

PROPOSED

[1] OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

[2] OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist[3];

5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105

OAR 199-040
OAR 199-050

PROPOSED

[3] The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

PROPOSED

f. BCF - Advisory Committees to the Board - DELETE

OSBA Model Sample Policy

Code: BCF
Adopted:

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;

2. The resources the Board will provide;

3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

END OF POLICY

DELETE

Legal Reference(s):

ORS 192.610
ORS 192.630
ORS 294.414
ORS 329.704
ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

DELETE

g. BD - Board Meetings, Notices and Communications

OSBA Model Sample Policy

Code: BD
Adopted:

Board Meetings, Notices and Communications

Definitions

"Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

"Convening" means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board[1] is required, at any meeting at which a quorum is present.

"Decision-making process" means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

"Deliberation" means discussion or communication that is part of a decision-making process.

"Executive session" means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

"Intermediary" means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term "intermediary" can include a member of the Board.

"Meeting" means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

"Public Meetings Law" means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

PROPOSED

[1] This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is three[2] Board members.

"Work session" or "workshop" means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of three[3] members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

   The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

   A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

   Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

   The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

PROPOSED

[2] ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.

[3] ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

PROPOSED

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.[5]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

PROPOSED

[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

[5] Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.

The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.[6]

Public Notice Requirements

The district posts public notice[7] of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;

2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

PROPOSED

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[6] {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

[7] The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

> "The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

[8]Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 332.040 - 332.061
ORS 332.107
ORS 433.835 - 433.875
OAR 199-050-0005 – 199-050-0085

PROPOSED

[8] Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.

PROPOSED

h. BD/BDA - Board Meetings - DELETE

OSBA Model Sample Policy

Code: BD/BDA
Adopted:

Board Meetings

{School boards must follow public meeting law regardless of whether the board adopts this policy. This policy reflects public meeting law as amended by House Bill 2805 (2023).}

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening[1] of a quorum of the Board as the district's governing body to make a decision[2] or to deliberate[3] toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. "Meeting" does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. [For information how to give or submit public comment [it is outlined in Board policy BDDH - Public Comment at Board Meetings[4]] [and/or] [posted on the district's website].]

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[5]. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

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[1] "Convening" means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

[2] "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

[3] "Deliberation" means discussion or communication that is part of a decision-making process.

[[4] When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting[, at the designated portion of the agenda,] by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.]

[5] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

[{[6]}If requested to do so at least [72] hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.]

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

[The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.]

1. Regular, Special and Emergency Meetings

   Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

   No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

   Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. [A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons.] At least 24 hours' notice must be provided to all Board members, the news media which have requested notice, and the general public for any special meeting.

   Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

[6] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

a. Communications to, between or among members of a governing body that are:

(1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
(2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
(3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

[E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.]

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. [The Board [may make] [is discouraged from making] official decisions during a work session.] [Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.]

5. Executive Sessions

Executive sessions may be held [as an agenda item] during regular, special or emergency meetings for a reason permitted by law. [(See Board policy BDC - Executive Sessions)]

DELETE

Complaints regarding public meetings laws can be filed with the Board in accordance with Board policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.[7]

[{[8]}**Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.]

END OF POLICY

Legal Reference(s):

ORS Chapter 192

ORS 255.335
ORS 332.040 - 332.061
ORS 433.835 - 433.875

DELETE

[7] See House Bill 2805 (2023) Section 5(2) for requirements of the response.

[8] {This is required for Board members in districts with total expenditures for a fiscal year of $1 million or more. This number will be reviewed by OGEC at least once every five years. If the district has total expenditures of less than $1 million, this language can be kept, but "shall" should be replaced with "is encouraged to."}

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).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
OR. ATTY. GEN. Public Records and Meetings Manual.

DELETE

i. BDC - Executive Sessions

OSBA Model Sample Policy

Code: BDC
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

> "Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2]

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[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

a. The vacancy has been advertised;
b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

PROPOSED

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may not include a discussion or negotiation of compensation (including salaries and benefits or a general

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d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

PROPOSED

evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

PROPOSED

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

PROPOSED

j. BDC - Executive Sessions - DELETE

OSBA Model Sample Policy

Code: BDC
Adopted:

DELETE

Executive Sessions

{Optional policy. School boards can only meet in executive session when statute allows. This policy can be a helpful resource for Board members in determining whether executive session can be used.}

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting [in accordance with Board policy BDDC - Board Meeting Agenda] or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.[1] (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[2], employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

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[1] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

a. The vacancy has been advertised;
b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[2] To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

Legal Reference(s):

ORS 192.660 ORS 332.045 ORS 332.061

OR. ATTY. GEN. Public Records and Meetings Manual.

DELETE

k. BDD - Board Meeting Procedures

OSBA Model Sample Policy

Code: BDD
Adopted:

Board Meeting Procedures

1. Quorum

   A quorum of the Board is three[1] Board members.

2. Vote Needed for Exercise of Powers

   The affirmative vote of three[2] Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

   The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

   Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

   Official Board business will be transacted by motion or resolution at properly noticed[3] meetings.

   Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, "Procedure in Small Boards"*[4] as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

PROPOSED

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[1] ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.

[2] ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.

[3] See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.

[4] See *Robert's Rules of Order*, 12th Edition, § 49:21.

will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107
OAR 199-050-0005 (9)
OAR 199-050-0055

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

PROPOSED

1. BDD - Board Meeting Procedures - DELETE

OSBA Model Sample Policy

Code: BDD
Adopted:

Board Meeting Procedures

1. Quorum

   A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

   The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

   Each member's vote on all motions will be recorded in the minutes.

4. Abstaining from Vote

   If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

   Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, "Procedure in Small Boards"* as modified by the Board will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

m. BDDC - Board Meeting Agenda

OSBA Model Sample Policy

Code: BDDC
Adopted:

Board Meeting Agenda

[1]The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least five working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 192.640
OAR 199-050-0040

PROPOSED

[1] The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.

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

PROPOSED

n. BDDC - Board Meeting Agenda - DELETE

OSBA Model Sample Policy

Code: BDDC
Adopted:

DELETE

Board Meeting Agenda

The Board chair, with the assistance of the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the [superintendent] [Board chair] at least [three] working days prior to the meeting.

[A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.]

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least [three] full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted [on the district website] [in each district facility] on the day of the meeting. [Members of the public may request a copy of the agenda through the superintendent's office.]

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

ORS 192.630 ORS 192.640

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).
Americans with Disabilities Act Amendments Act of 2008.

DELETE

o. BDDG - Recordings and Minutes of Board Meetings

OSBA Model Sample Policy

Code: BDDG
Adopted:

Recordings and Minutes of Board Meetings

[1]The Board will ensure a [2]video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format[3]. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form[4].

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken[5];
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time[6] after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

PROPOSED

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[1] ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.

[2] If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.

[3] Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

[4] Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

[5] If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

[6] The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."

Recordings or minutes[7] of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information[8] will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.061
OAR 166-017-0005 - 0095
OAR 166-400-0010(9)
OAR 199-050-0060

PROPOSED

[7] "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

[8] ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

PROPOSED

p. BDDG - Minutes of Board Meetings - DELETE

OSBA Model Sample Policy

Code: BDDG
Adopted:

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;

2. All motions, proposals, resolutions, orders and measures proposed and their disposition;

3. The results of all votes and the vote of each member by name;

4. The substance of any discussion on any matter;

5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the [administration office]. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy[1] of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.710
ORS 332.061

[1] Oregon Administrative Rule 166-400-0010(9)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

DELETE

q. CBG - Evaluation of the Superintendent

OSBA Model Sample Policy

Code: CBG
Adopted:

Evaluation of the Superintendent

Required policy. OAR 581-022-2405 requires districts to "adopt and implement personnel policies which address…evaluation procedures." Review the superintendent contract before adopting to ensure there is no conflicting language; modify policy as needed.

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.[1] Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660~~(2)(i), (8)~~
ORS 332.107
ORS 332.505

OAR 199-040-0027
OAR 199-040-0030
OAR 581-022-2405

[1] Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the Board;
b. The time, date and location of the meeting;
c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
d. Information on how the superintendent may make a request for an open hearing.

Hanson v. Culver Sch. Dist. (FDAB 1975).

r. EBB - Integrated Pest Management

OSBA Model Sample Policy

Code: EBB
Adopted:

Integrated Pest Management

ORS 634.740 requires boards to adopt policies regarding pest management.

To ensure the health and safety concerns of student, staff and community members, the Board shall adopt an integrated pest management plan (IPM)[1] which emphasizes the least possible risk to students, staff and community members and shall adopt a list[2] of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website[3].

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

    a. Protect the health and safety of students and staff;
    b. Protect the integrity of district buildings and grounds;
    c. Maintain a productive learning environment; and
    d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

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[1] {See Integrated Pest Management Program for Oregon Schools at http://blogs.oregonstate.edu/schoolipm/. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.}

[2] See ORS 634.705(5).

[3] Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The Maintenance Supervisor is designated as the Integrated Pest Management Plan Coordinator and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

4. Ensure identification and evaluation of pest situation;

5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

7. Evaluate pest management results; ~~and~~

8. Keep for at least four years following the application date, records of applied pesticides that include:

    a. A copy of the label;
    b. A copy of the Safety Data Sheet (SDS);
    c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
    d. The pest condition that prompted the application;
    e. The approximate amount and concentration of pesticide applied;
    f. The location and description of the area where the pesticide was applied;
    g. The type of application and whether the application was effective;
    h. The name(s) of the person(s) applying the pesticide;

i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
j. The dates and times for the placement and removal of warning signs; and
k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.[4] The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

ORS 634.116
ORS 634.700 - 634.750

[4] For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

s. GAA - Personnel Definitions - DELETE

OSBA Model Sample Policy

Code: GAA
Adopted:

DELETE

Personnel: Definitions *

"Licensed employees" are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. A "teacher" is an employee who holds a teacher's license or is registered to teach by TSPC.

2. A "contract teacher" is any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.

3. A "probationary teacher" is one who is not a contract teacher and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.

4. A "temporary teacher" is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher.

5. A "substitute teacher" is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter's absence from duty. [Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.]

6. An "intern teacher" is a regularly enrolled candidate of an approved educator preparation provider, who teaches under the supervision of the staff of the provider and of the employing district, in order to acquire practical experience in teaching. The intern teacher receives both academic credit from the provider and financial compensation from the district or education service district.

7. An "administrator" is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education service districts, who have direct responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.

8. A "specialist" is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

"Classified personnel" are those employees in positions for which no teaching or administrative licenses are required by law.

1. "Regular classified employees" are those employed in positions established by the Board requiring [20 or more hours per week for at least a full school year].

2. "Part-time regular classified employees" are those employed in positions established by the Board requiring [less than 20 hours per week for at least a full school year].

3. "Temporary/Substitute classified employees" are those employed [on an as-needed basis. The Board shall determine if these employees are eligible for benefits].

"Supervisory employees" are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

"Confidential employees" are designated in accordance with Oregon law (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

"Administrative employee" means an employee of the district who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration's interest by taking or effectively recommending discretionary actions that control or implement district policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An administrative employee need not act in a supervisory capacity in relation to other employees.

END OF POLICY

Legal Reference(s):

ORS 243.650(6), (23)
ORS 332.505
ORS 332.554(3)
ORS 342.120
ORS 342.125
ORS 342.420
ORS 342.610
ORS 342.815
ORS 342.835
ORS 342.840
ORS 342.845

OAR 584-020-0005

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

DELETE

t. GBA - Equal Employment Opportunity
u. GBN/JBA - Sexual Harassment

OSBA Model Sample Policy

Code: GBN/JBA
Adopted:

Sexual Harassment

Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.

The 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 district processes complaints[1] 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 district, the 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* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-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[2].

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] 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

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[1] 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 the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.

[2] Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (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 GBNAA/JHFF).

[3] "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.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].[5]

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 actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [6]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.

Oregon Procedures

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

[7]Building Administration, 541-487-4305

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. These are also designated as the Title IX coordinator and Deputy coordinator[8] *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall promptly report to a district official. The 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 nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] 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). If the district would like to include the full statutory definition, it can do so.

[6] 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.

[7] The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.

[8] This must be communicated elsewhere, but it is a good reason to specify it here as well.

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 district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to promptly report their concerns to 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 district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. 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 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.[9]

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.

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

[9] 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.

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the 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 district events; and

5. Providing for additional supervision, including law enforcement if necessary, at 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 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.

Notices

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the 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.

The written notification must include[11]:

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[10] 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.

[11] Remember confidentiality laws when providing any information.

1. Name and contact information for all persons 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 district that the student, student's parents, staff member, person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or 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 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 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 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.

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 district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

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 district conditioning the provision of an aid, benefit, or service of the 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 district's education program or activity[12];

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 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 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* GBN/JBA-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.

Building Administration is designated as the Title IX coordinator and can be contacted at 541-487-4305. The Title IX coordinator and/or deputy coordinator will coordinate the district's efforts to comply with its

[12] "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))

responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.[13]

Response

The 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.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] 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.[17]

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.[18] The 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 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 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

---

[13] Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.

[14] (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.

[15] (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.[15] 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))

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

[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[18] The district 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))

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX or Deputy Coordinator and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[19], or both.

No Retaliation

Neither the district or any person may retaliate[20] 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 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 district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The 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 upon request.

END OF POLICY

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

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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).
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v. JBA/GBN - Sexual Harassment

OSBA Model Sample Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.

The 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 district processes complaints[1] 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 district, the 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[2].

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

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[1] 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 the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.

[2] Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (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).

[3] "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.

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.

3. Assault when sexual contact occurs without consent[4].[5]

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 actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, [6]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.

Oregon Procedures

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

[7]Building Administration, 541-487-4305

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. These are also designated as the Title IX coordinator and deputy coordinator [8] *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

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

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[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] 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). If the district would like to include the full statutory definition, it can do so.

[6] 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.

[7] The district must designate person(s) to receive reports or complaints regarding sexual harassment. More than one staff member may be designated to receive reports or complaints of sexual harassment.

[8] This must be communicated elsewhere, but it is a good reason to specify it here as well.

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile 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 district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to promptly report their concerns to 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 district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. 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 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.[9]

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;

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[9] 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.

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

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

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the 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 district events; and

5. Providing for additional supervision, including law enforcement if necessary, at 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 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.

Notices

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

[10] 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.

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.

The written notification must include[11]:

1. Name and contact information for all persons 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 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 district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or 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 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 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 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.

[11] Remember confidentiality laws when providing any information.

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 district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

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Federal Definition

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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;

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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

[12] "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))

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.

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The 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.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] 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.

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[13] Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.

[14] (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.

[15] (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.[15] 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))

[16] 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).

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3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

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[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[18] The district 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))

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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 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 upon request.

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10. **Board Comments**
11. **Future Agenda Items**
12. **Key Dates**

June 12, 7:00 PM - HS Graduation
June 16, 2:30 PM - Kindergarten Graduation
June 16, 6:00 PM - 8th Grade Graduation
June 16, 6:00 PM - Spring Sports Awards
June 17, 12:30 PM - Last day for students, early release
June 18, Last day for teachers
July 13, 6:00 PM - Regular School Board Meeting