



Memorandum

Date: July 14, 2025

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jensen, Superintendent
Prepared by Ronda Thornburg, Executive Secretary

Subject: Board Policy Adoption

Background: The following policies and administrative rules are being updated to change the name of the superintendent from Kevin Headings to Michelle Jensen.

- **KBA-AR** – Public Records Request
- **GBN/JBA** – Sexual Harassment
- **GBN/JBA-AR** – Sexual Harassment Complaint Procedure
- **JBA/GBN** – Sexual Harassment
- **JBA/GBN-AR** – Sexual Harassment Complaint Procedure

Recommendation: Staff recommends approval of the above-listed Policies and accompanying Administrative Rule as presented.

Motion: I move to approve the above-listed Policies and AR as presented.

Motion for Approval:
Made by _____ Seconded by _____

Motion for Rejection:
Made by _____ Seconded by _____

Motion for Further Consideration:
Made by _____ Seconded by _____