

**Port Orford-Langlois School District 2CJ**  
**Port Orford, OR**  
**Board of Education**  
**October 15, 2018**  
**Pacific High School Library**  
**45525 Highway 101**  
**Sixes, OR 97476**  
**4:30 PM**

**Regular Board of Director's Meeting**  
**4:30 PM**

1. **CALL TO ORDER/INTRODUCTIONS**
  1. Pledge of Allegiance
  2. Staff and Visitors
2. **AGENDA CHANGES**
3. **CONSENT AGENDA** \* CHAIR
  1. Approve Minutes September 17, 2018 3
  2. Financial Report 7
4. **PUBLIC INPUT**  
 Board Policy BDDH States: Speakers may offer objective criticism of district operations and programs, but the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Members of the public may address the Board for up to three minutes.
 

**Educational Spotlight: Marty Hansen, Music Teacher**
5. **REPORTS** CHAIR
  1. **Student Representative Report**
  2. **Superintendent - Steve Perkins**
  3. **Transportation/Maintenance - Chad Berry** 18
  4. **Technology Report - Jered Rush** 21
  5. **Principal's Report - Krista Nieraeth** 22
  6. **Site Council**
  7. **Enrollment** 26
6. **NEW BUSINESS**
  1. Follow up report - Student Lunches
  2. Disrupting Poverty Book - Assign chapter for October
7. **OLD BUSINESS**
8. **REOCCURRING BUSINESS**
9. **FIRST READING OF POLICIES** \*(Shaded words are new/strike-throughs are deleted)
10. **SECOND READING POLICIES**
  1. JHFF 28
  2. JHFE - AR 30
11. **BOARD COMMENTS/REPORTS** CHAIR
  1. Pages 1-26, Disrupting Poverty
  2. Follow up comments - OSBA Regional Meeting Oct 1
12. **CORRESPONDENCE**
13. **FUTURE AGENDA ITEMS**
  1. Steve Perkins' evaluation goals
  2. Disrupting Poverty Book
14. **EXECUTIVE SESSION**

\* Action

**EXECUTIVE SESSION**

The board will now move into an executive session under **ORS 192.660 (2) (e) Property, ORS 192.660 (2) (d) Labor Negotiations, ORS 192.660(2)(b) Staff Conduct, and ORS 192.660(2)(f) Exempt Records**. The board will not make any decisions in the Executive Session regarding the topic discussed. Should a decision be required, the board will move back into a regular meeting.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

“PARKING LOT”

The Port Orford-Langlois School Board met in a Regular Session on September 17, 2018 at 4:30 PM. The Board met in the library at Pacific High School, 45525 Highway 101, Sixes, Oregon. Board members present were Mary Scaffo, Phyllis Johns, Patricia Brown, and Hilary Johnson. Steve Perkins, Superintendent, and Stephanie Smith, Administrative Assistant were also present.

1.0 Call to Order/Introductions

1.1 Pledge of Allegiance:

Mary Scaffo called the meeting to order at 4:30 pm.

1.2 Staff and Visitors

2.0 Agenda Changes

None

3.0 Consent Agenda

3.1 Approve minutes August 13, 2018

3.2 Financial Report

3.3 Proclamation: September Suicide Awareness Month

3.4 Proclamation: October, Bully Prevention Month

Phyllis Johns read Proclamations 3.3 and 3.4. Phyllis Johns moved and Patricia Brown seconded to approve the consent agenda. Motion passed unanimously. (RESOLUTION 19-15).

4.0 Public Input

Statia Ryder and Heidi Wacker reported on the Outdoor School day camp for sixth graders, to take place October 23-25, 2018. Locations include the South Slough National Estuarine Research Reserve in Charleston and Camp Myrtlewood in Myrtle Pont. The district was a recipient of Measure 99 funding, which is intended to ensure children access a quality outdoor education experience. In addition to learning about natural science and conservation, students have a chance to show skills in an outdoor context. More information about the program is being sent home with students.

Gordon Clay thanked the school board for approving proclamations declaring September "Suicide Awareness Month", and October "Bullying Prevention Month". Gordon distributed information from the Centers for Disease Control, National Center for Injury Prevention and Control.

Educational Spotlight: Jon Hubbard, Vocational Ed Teacher

Jon reported on his activities since starting with the district this year. The wood shop has been reorganized and cleaned, and the metal shop is next. The goats have been sold and he plans to buy more chickens, as their egg production provides income for the program. Currently the chickens produce about five dozen eggs every other day, which are sold to Valley Flora and the Rotary Club. The greenhouse has been power washed and will be set up again to grow vegetables.

5.0 Reports

5.1 Student Representative Report

Nothing additional to add.

5.2 Superintendent Report

Steve Perkins reported student enrollment is at 213, which is lower than projected. Future considerations must be made if enrollment does not increase. The small 8<sup>th</sup> grade class of just four students will have an effect on the high schools' basketball program. Home schooled students will need to be recruited to keep the program going.

The Chrome books are up and running at Driftwood and are being used daily. Also Krista Nieraeth will be meeting with "The World" newspaper to talk about the district's accomplishments, in an effort raise awareness of what we have to offer new students. The Young American's Club has been formed, and they did a very nice display of American flags in honor of 9/11.

5.3 Transportation/Maintenance

Nothing additional to report.

5.4 Technology Report

Nothing additional to report.

5.5 Principal's' Report

Krista Nieraeth reviewed the Smarter Balanced results. While fourth grade results are low, the new math curriculum is expected to help increase future scores. Teaching staff turnover in 4<sup>th</sup> grade has been an issue. The district's low student population has significant effect on statistical results. Mary Scaffo asked how we can assess efficacy of the new curriculum; Krista responded it would take a couple of years of tracking student scores. The effect of the Ready Set Learn program will become evident in the next couple of years as well.

6.0 New Business

6.1 Regional OSBA Meeting – October 1, 5:30 pm, Bandon

Board members are invited to attend. Please RSVP to Stephanie Smith.

6.2 Fall OSBA Meeting, November 8-11, Portland

Board members are invited to attend. Please RSVP to Stephanie Smith.

6.3 Disrupting Poverty Book – Assign chapter for October

Steve Perkins assigned pages 1-26 of the book. A self-inventory is included in the section. At the next board meeting board members should be ready to discuss how they scored their own knowledge, and talk about what knowledge they gained from the section. Also please reflect on how board members can infuse this knowledge into our school system. The book assignments should be complete by January.

7.0 Old Business

None

8.0 Reoccurring Business

None

9.0 First Reading of Board Policies

9.1 JHFE – AR Reporting of Suspected Abuse of a Child

9.2 JHFF – Reporting Requirements, Sexual Conduct with Students

10.0 Second Reading and Adoption of Policies

10.1 IGBA – Students with Disabilities ID Procedures

Patricia Brown moved and Hilary Johnson seconded to approve policy IGBA as presented. Motion passed unanimously. (RESOLUTION 19-16)

10.2 IGBAH – Special Education Evaluation Procedures

Patricia Brown moved and Phyllis Johns seconded to approve policy IGBAH as presented. Motion passed unanimously. (RESOLUTION 19-17)

10.3 IGBAJ – Special Education FAPE

Patricia Brown moved and Phyllis Johns seconded to approve policy IGBAH as presented. Motion passed unanimously. (RESOLUTION 19-18)

10.4 IGBAJ – AR

Patricia Brown moved and Hilary Johnson seconded to approve policy IGBA as presented. Motion passed unanimously. (RESOLUTION 19-19)

11.0 Board Comments/Reports

None

12.0 Correspondence

None

13.0 Future Agenda Items

1. Smarter Balanced results (September)
2. Steve Perkins' evaluation goals

14.0 Executive Session.

An Executive Session was not needed. 5

Patricia Brown moved to adjourn the meeting. All were in favor. The meeting adjourned at 5:35 p.m.

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Mary Scaffo  
Board Chairman

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Steven Perkins  
Superintendent/Clerk

DRAFT

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

ADAPT COASTAL SCREENING	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48518	GENERAL FUND	STUDENT TRANSPORTATION	PHYSICALS	\$70.00
Total for ADAPT COASTAL SCREENING					\$70.00
	<b>GENERAL FUND</b>				
	48479	GENERAL FUND	COMPUTER-ASSISTED INSTRUC	COMPUTER SOFTWARE	\$2,496.00
Total for Adobe Systems Inc					\$2,496.00
	<b>GENERAL FUND</b>				
	48496	GENERAL FUND	OFFICE OF PRINCIPAL	DUES AND FEES	\$900.00
Total for ADVANCE EDUCATION INC					\$900.00
	<b>GENERAL FUND</b>				
	48480	GENERAL FUND	PLANT OPERATION & MAINT	FUEL	\$166.99
Total for AMERIGAS - NORTH BEND					\$166.99
	<b>GENERAL FUND</b>				
	48481	GENERAL FUND	STUDENT TRANSPORTATION	TELEPHONE	\$32.78
Total for AT&T MOBILITY					\$32.78
	<b>GENERAL FUND</b>				
	48482	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$145.00
Total for AVERY PLUMBING					\$145.00
	<b>GENERAL FUND</b>				
	48482	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$145.00
Total for AVERY PLUMBING					\$145.00
	<b>GENERAL FUND</b>				
	48482	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$145.00
Total for AVERY PLUMBING					\$145.00
	<b>GENERAL FUND</b>				
	48482	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$145.00
Total for AVERY PLUMBING					\$145.00

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

**BANDON SUPPLY, INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48497	GENERAL FUND	PLANT OPERATION & MAINT	NON-CONSUMABLE SUPPLIES	\$99.64
48497	GENERAL FUND	PLANT OPERATION & MAINT	RENTALS	\$74.05
			Total for GENERAL FUND	\$173.69
			Total for BANDON SUPPLY, INC	\$173.69

**BRATTAIN INTERNATIONAL TRUCKS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48483	GENERAL FUND	STUDENT TRANSPORTATION	NON-CONSUMABLE SUPPLIES	\$244.02
			Total for BRATTAIN INTERNATIONAL TRUCKS	\$244.02

**CANON FINANCIAL SERVICES**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48498	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	RENTALS	\$157.24
48498	GENERAL FUND	OFFICE OF PRINCIPAL	M&R COPY COST	\$236.90
48498	GENERAL FUND	OFFICE OF PRINCIPAL	RENTALS	\$1,602.14
			Total for GENERAL FUND	\$1,996.28
			Total for CANON FINANCIAL SERVICES	\$1,996.28

**CARSON OIL CIOMPANY, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48473	GENERAL FUND	PLANT OPERATION & MAINT	FUEL	\$0.00
48473	GENERAL FUND	STUDENT TRANSPORTATION	GAS & OIL	\$474.71
			Total for GENERAL FUND	\$474.71
			Total for CARSON OIL CIOMPANY, INC.	\$474.71

**CASCADE ATHLETIC SUPPLY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48519	GENERAL FUND	HS COCURRICULUM	NON-CONSUMABLE SUPPLIES	\$376.40

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Report Sort: Remit Name

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort:	Remit Name				
<b>GIBBS, ROXANNE</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48477	GENERAL FUND	STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT		\$20.00
				Total for GIBBS, ROXANNE	<u>\$20.00</u>
<b>GOLD COAST SECURITY, INC</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48521	GENERAL FUND	PLANT OPERATION & MAINT	OTH NON-INST PROF/TECH		\$1,096.00
				Total for GOLD COAST SECURITY, INC	<u>\$1,096.00</u>
<b>GOVERNMENT ETHICS COMMISSION</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48503	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	DUES AND FEES		\$570.14
				Total for GOVERNMENT ETHICS COMMISSION	<u>\$570.14</u>
<b>HOUGH, MACADAM &amp; WARTNIK</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48504	GENERAL FUND	BOARD OF EDUCATION SRVS	AUDIT SERVICES		\$4,075.15
				Total for HOUGH, MACADAM & WARTNIK	<u>\$4,075.15</u>
<b>INDUSTRIAL SOURCE</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48488	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES		\$47.35
				Total for INDUSTRIAL SOURCE	<u>\$47.35</u>
<b>INTEGRA TELECOM INC</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	PLANT OPERATION & MAINT	TELEPHONE		\$859.21
				Total for INTEGRA TELECOM INC	<u>\$859.21</u>
<b>MCDONALD WHOLESALE COMPANY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount

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Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort:	Remit Name				
<b>MCDONALD WHOLESAL COMPANY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>FOOD SERVICE</b>					
48522	FOOD SERVICE	FOOD SERVICE	FOOD SUPPLIES		\$8,968.40
				Total for MCDONALD WHOLESAL COMPANY	\$8,968.40
<b>MILES, JUDY F.</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>SCREL HUB SUMMER KINDER GRANT</b>					
48489	SCREL HUB SUMMER KINDER GRANT	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES		\$99.95
				Total for MILES, JUDY F.	\$99.95
<b>MOUNTAIN/SKLINE TRACK &amp; FIELD</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48505	GENERAL FUND	HS COCURRICULUM	DUES AND FEES		\$75.00
				Total for MOUNTAIN/SKLINE TRACK & FIELD	\$75.00
<b>NATIONAL JR HONOR SOCIETY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48506	GENERAL FUND	OFFICE OF PRINCIPAL	DUES AND FEES		\$385.00
				Total for NATIONAL JR HONOR SOCIETY	\$385.00
<b>NIERAETH, KRISTA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48478	GENERAL FUND	OFFICE OF PRINCIPAL	TRAVEL, OUT OF DISTRICT		\$55.42
48507	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES		\$199.29
				Total for GENERAL FUND	\$254.71
				Total for NIERAETH, KRISTA	\$254.71
<b>NORTHWEST REGIONAL ESD</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
48490	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	DUES AND FEES		\$8.50
				Total for NORTHWEST REGIONAL ESD	\$8.50

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

OASBO	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48508	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	TRAVEL, OUT OF DISTRICT	\$2,500.00
					\$2,500.00
			Total for OASBO		
OAWU	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48509	GENERAL FUND	PLANT OPERATION & MAINT	DUES AND FEES	\$75.34
					\$75.34
			Total for OAWU		
OMLID & SWINNEY	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48510	GENERAL FUND	PLANT OPERATION & MAINT	OTH NON-INST PROF/TECH	\$840.00
	48510	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$740.00
					\$1,580.00
			Total for GENERAL FUND		
			Total for OMLID & SWINNEY		\$1,580.00
OREGON LINEN	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48511	GENERAL FUND	STUDENT TRANSPORTATION	RENTALS	\$227.54
	<b>FOOD SERVICE</b>				
	48511	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$78.89
					\$306.43
			Total for OREGON LINEN		
OSAA	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				
	48523	GENERAL FUND	HS COCURRICULUM	DUES AND FEES	\$1,600.00
					\$1,600.00
			Total for OSAA		
OSBA	Check#	FUND	FUNCTION	OBJECT	Amount
	<b>GENERAL FUND</b>				

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

OSBA	Check#	FUND	FUNCTION	OBJECT	Amount
	48512	GENERAL FUND	BOARD OF EDUCATION SRVS	CONSUMABLE SUPPLIES	\$150.00
	48512	GENERAL FUND	BOARD OF EDUCATION SRVS	DUES AND FEES	\$541.25
	48512	GENERAL FUND	BOARD OF EDUCATION SRVS	LEGAL SERVICES	\$240.00
	48512	GENERAL FUND	BOARD OF EDUCATION SRVS	OTH NON-INST PROF/TECH	\$3,595.00
	48512	GENERAL FUND	BOARD OF EDUCATION SRVS	TRAVEL, OUT OF DISTRICT	\$350.00
			Total for GENERAL FUND		\$4,876.25
			Total for OSBA		\$4,876.25
PERKINS, STEVEN	Check#	FUND	FUNCTION	OBJECT	Amount
	48459	GENERAL FUND	EXECUTIVE ADM SERVICES	TRAVEL, LOCAL IN DISTRICT	\$466.20
			Total for PERKINS, STEVEN		\$466.20
PORT ORFORD, CITY OF	Check#	FUND	FUNCTION	OBJECT	Amount
	48513	GENERAL FUND	PLANT OPERATION & MAINT	WATER AND SEWAGE	\$167.66
			Total for PORT ORFORD, CITY OF		\$167.66
QUILL CORPORATION	Check#	FUND	FUNCTION	OBJECT	Amount
	48491	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	CONSUMABLE SUPPLIES	\$0.00
	48491	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$1,222.75
			Total for GENERAL FUND		\$1,222.75
			Total for QUILL CORPORATION		\$1,222.75
REESE ELECTRIC INC	Check#	FUND	FUNCTION	OBJECT	Amount
	48514	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$16,126.00
			Total for REESE ELECTRIC INC		\$16,126.00

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

**SMEED COMMUNICATION SERVICES**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48515	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$1,125.00
Total for SMEED COMMUNICATION SERVICES				<u>\$1,125.00</u>

**STALLARD, BEN**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48516	GENERAL FUND	HS COCURRICULUM	DUES AND FEES	\$60.00
Total for STALLARD, BEN				<u>\$60.00</u>

**SUNRISE DISTRIBUTERS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b>				
48492	FOOD SERVICE	FOOD SERVICE	FOOD SUPPLIES	\$189.71
Total for SUNRISE DISTRIBUTERS				<u>\$189.71</u>

**Tilley LLC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
48493	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$1,200.00
Total for Tilley LLC				<u>\$1,200.00</u>

**UNIVERSITY OF OREGON**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>PHS SCHOLARSHIP FUNDS</b>				
48494	PHS SCHOLARSHIP FUNDS	HIGH SCHOOL INSTRUCTION	OTHER TUITION	\$1,300.00
Total for UNIVERSITY OF OREGON				<u>\$1,300.00</u>

**VALLEY FLORA**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b>				
48495	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$346.18
Total for VALLEY FLORA				<u>\$346.18</u>

**VEND WEST SERVICES, INC**

Check#	FUND	FUNCTION	OBJECT	Amount
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**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2018-2019

Criteria: From Date: 09/01/2018 To Date: 09/30/2018

Report Sort: Remit Name

Check#	FUND	FUNCTION	OBJECT	Amount
<b>VEND WEST SERVICES, INC</b>				
48524	OEA WELLNESS GRANT	STAFF WELLNESS SERVICES	SUBSTITUTE LIC SALARIES	\$15.00
			Total for VEND WEST SERVICES, INC	\$15.00
 <b>VISA - BRENDA 4866</b>				
0	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$941.95
0	GENERAL FUND	OFFICE OF PRINCIPAL	NON-CONSUMABLE INSTRUCTIONAL SUPPLIES	\$135.90
0	GENERAL FUND	OFFICE OF PRINCIPAL	TEXTBOOKS	\$236.46
			Total for GENERAL FUND	\$1,314.31
			Total for VISA - BRENDA 4866	\$1,314.31
 <b>VISA - KRISTA NIERAETH</b>				
0	GENERAL FUND	HS COCURRICULUM	NON-CONSUMABLE SUPPLIES	\$83.24
0	GENERAL FUND	HS COCURRICULUM	TRAVEL, OUT OF DISTRICT	\$132.45
			Total for GENERAL FUND	\$215.69
			Total for VISA - KRISTA NIERAETH	\$215.69
 <b>VISA - STEVE PERKINS</b>				
0	GENERAL FUND	EXECUTIVE ADM SERVICES	TRAVEL, OUT OF DISTRICT	\$825.74
			Total for VISA - STEVE PERKINS	\$825.74
 <b>WELLS FARGO VENDOR FIN SERV</b>				
48517	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	RENTALS	\$398.70
			Total for WELLS FARGO VENDOR FIN SERV	\$398.70

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2018-2019

Criteria:

From Date: 09/01/2018

To Date: 09/30/2018

Report Sort: Remit Name

Grand Total: \$102,699.12

Recap for FUND for remit name

100	GENERAL FUND	\$90,652.99
202	OEA WELLNESS GRANT	\$15.00
205	FOOD SERVICE	\$10,631.18
209	PHS SCHOLARSHIP FUNDS	\$1,300.00
272	SCREL HUB SUMMER KINDER GF	\$99.95

End of Report

<b>MILEAGE REPORT</b>		
<b>Sept. 2018</b>		
<b>TOTAL MILES TRAVELED:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
BUSES	10609	\$4,137.25
DODGE VAN	2349	\$172.49
LUNCH TRUCK	628	\$123.80
UHAUL	0	\$0.00
WHITE TRUCK	2095	\$325.30
<b>TOTAL</b>	<b>15681</b>	<b>\$4,758.84</b>
<b>REIMBURSIBLE:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
HOME TO SCHOOL (BUS)	7805	\$2,963.12
HOME TO SCHOOL (VAN)	2349	\$172.49
<b>TOTAL</b>	<b>10154</b>	<b>\$3,135.61</b>
PHS FIELD TRIPS (BUS)	0	\$0.00
PHS FIELD TRIPS (VAN)	0	\$0.00
DRIFTWOOD FIELD TRIPS	0	\$0.00
<b>TOTAL</b>	<b>0</b>	<b>\$0.00</b>
<b>TOTAL REIMBURSIBLE</b>	<b>0</b>	<b>\$0.00</b>
<b>NON-REIMBURSIBLE:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
DISTRICT OFFICE (DODGE VAN)	0	\$0.00
(BUS)	0	\$0.00
PHS ATHLETICS	2131	\$892.33
DRIFTWOOD ATHLETICS	673	\$281.80
LUNCH TRUCK	628	\$123.80
UHAUL TRUCK	0	\$0.00
WHITE TRUCK	2095	\$325.30
<b>TOTAL NON-REIMBURSIBLE</b>	<b>5527</b>	<b>\$1,623.23</b>
Diesel \$3.35/unleaded \$2.59		
Bus 8 mpg/red truck 10 mpg/van 22 mpg/blue truck 7 mpg/white truck 14 mpg/ uhaul 10 mpg		

VEHICLE NO.	BEG. MILES	END MILES	TOTAL MILES	DIESEL	PURCHASE	REG. FUEL
Dodge Van	151521	153870	2349			66.6
Red Truck	105592	106220	628			47.8
U Haul	178296	178296	0			0
White truck	74185	76280	2095			125.6
<b>Total</b>	<b>509594</b>	<b>514666</b>	<b>5072</b>			<b>240</b>
24	159500	159500	0	0		
36	50673	50673	0	0		
38	100558	100558	0	0		
40	191931	193515	1584	222		
42	127353	128416	1063	115		
44	99717	102860	3143	343		
46	94749	96390	1641	207		
48	51760	52292	532	65		
50	33820	35014	1194	116		
52	3636	5088	1452	167		
<b>Total</b>	<b>913697</b>	<b>924306</b>	<b>10609</b>	<b>1235</b>		
Sept. 2018						

## **Transportation and Maintenance Report**

*October 15, 2018 Meeting*

### **Transportation**

1. Bus #24 – annual inspection
2. Bus #24 – clutch adjustment
3. Bus #42 – replace LH rear marker bulb and adjust and tighten rearview mirror
4. Bus #38 – annual inspection; replace rear tires, rear brake drums, first aid kit.

### **PHS Maintenance**

1. Seal art room roof, woodshop roof

### **DWS Maintenance**

1. Clips installed at each classroom door for correspondence to teachers.
2. Freezer issues, inspected: temperature is up, defrost and check; noticed issues with fans on compressor and air bubbles in sight glass, low Freon. Called for service, refilled Freon. Temperature OK, leaks at schrader valves fixed.

### **Waste Water**

1. Mow around lagoons and influent catch basin.

# October 2018 –District Technology Update

## Technology Update

Now that we are out of the “start of school rush,” things have settled down and moved back in to normal routine. I am back to basically doing maintenance, planning future projects and fixing work orders as they come in.

In between planning new projects and server/network maintenance, Don and myself installed new cameras on the District Office building to hopefully give us better pictures and coverage of the school grounds. So far, we are pretty happy with the placements. The plan is to put up the remaining 3 cameras in the shop area over winter break.

Winter break also means I will be working on finally getting the cameras installed at Driftwood. With students in the halls and so much going on, I will need to wait until break to have ladders and wires everywhere. Over winter break I am also hoping to have enough in my budget to be able to install large monitors in the Driftwood and Pacific front offices that will be hooked up to machines that only run the camera system. This way the ladies in the office will have full view of the halls and entrances.

Chromebooks have been going well. I have been adjusting as staff request it. Biggest adjustment was isolating the 5<sup>th</sup> grade class almost entirely because they were emailing and getting emails from friends in other classes. So far, the Chromebooks have been very easy to manage and have also had very limited issues. Out of the 120 Chromebooks that were ordered we have only had one defective unit.

This year is shaping up to be a good year and I am excited to see where we can go from our current position.

## Other Work

- Server updates and maintenance
- Chromebook fine tuning
- Security Camera setup @ Driftwood
- Phone system research
- Run Cable to Copier @ Driftwood
- Setup Wireless in the Play Shed @ Driftwood

## New Projects

- Security Camera setup @ District office



# Driftwood School

P O Box 8 Port Orford, OR 97465 • Phone: (541) 332-2712 • Fax: (541) 332-0190 • [www.2cj.com](http://www.2cj.com)

Krista Nieraeth  
*Principal*

Ben Stallard  
*Vice Principal/AD*

Nicola Steers  
*Office Manager*

## **Driftwood School Principal's October 2018 School Board Report**

1. Optimize resources to continually improve student instruction and performance.
  - Average Daily Attendance from beginning of year through October 10 for the school year is 95.6%.
  - Mr. Stallard is spearheading our efforts for increasing our attendance with a grant through ODE. Our district has received \$64,000 towards planning, implementation, and family engagement strategies to increase attendance. We also have an attendance coach that works with us in helping implement best practices. Thank you to Mr. Stallard, Jenny Bussmann, and Jenny Houck for their work in the grant and work going forward.
  - Open House for Driftwood was held on Tuesday, Sept. 18 from 5:30 – 7pm. Eighty students and families showed up to the event.
  - Our JH XC and Volleyball seasons are coming to an end. Thank you to Mr. Gant and Carron Bryant for their hard work in coaching our students.
  - Ms. Howard and the 1<sup>st</sup> grade class went on a field trip to New River on October 3<sup>rd</sup>. They had a great time learning about the land and water of New River.
  - Jenny Bussmann has been hard at work getting enrichment activities for students in grades 5 – 8 for after school programming. We have started activities such as knitting, Surfriders, book clubs, and will be doing gardening and cooking clubs starting in November. Thank you to Oregon Community Foundation for their grant to help us create these opportunities for our students.
2. Continually assess the safety and efficiency of district facilities to optimize teaching and learning.
  - Monthly drills are being scheduled for Driftwood.

- Thank you to Jackie, Chad, and Lyle for their work in helping keep our school and classrooms clean and safe for staff and students.
3. Enhance communication into and out of the district.
    - a. We are continuing to use our Facebook page as a way to get out information quickly to the community.
    - b. Our 7<sup>th</sup> and 8<sup>th</sup> graders are able to check grades using FamilyLink.
    - c. Parent – Teacher conferences are October 17 and 18 at Driftwood for grades K – 6 and at Pacific for grades 7 – 8. Conference information went home with students.
  4. Increase awareness and understanding around educating students and staff in equity.
    - a. Advantage Dental came to see students on October 2<sup>nd</sup> and 3<sup>rd</sup>.
    - b. Staff has completed the 2<sup>nd</sup> session of SIOP (Sheltered Instruction Observation Protocol). SIOP skills are skills that can be used to help students who have English as second language access materials within our classroom. However, these skills are useful for all students and teachers for learning. We will be completing the SIOP training in December.



# Pacific High School

PO Box 8 Port Orford, OR 97465 • Phone: (541) 348 2293 • Fax: (541) 348-2389 • [www.2cj.com](http://www.2cj.com)

Krista Nieraeth  
*Principal*

Ben Stallard  
*Vice Principal/AD*

Kari Engdahl  
*Office Manager*

## **Pacific High School Principal's October 2018 School Board Report**

1. Optimize resources to continually improve student instruction and performance.
  - Average Daily Attendance from beginning of year through October 10 for the school year is 94.6%.
  - Mr. Stallard is spearheading our efforts for increasing our attendance with a grant through ODE. Our district has received \$64,000 towards planning, implementation, and family engagement strategies to increase attendance. We also have an attendance coach that works with us in helping implement best practices. Thank you to Mr. Stallard, Jenny Bussmann, and Jenny Houck for their work in the grant and work going forward.
  - Open House was held at Pacific on Tuesday, Sept. 12 from 6 – 7pm. A dual credit meeting was held for those students who are taking dual credit courses. We had 25 students and parents show up.
  - We are currently offering Math 111, Math 252, Writing 121, Bio 101 and 102, and HD 140 and 112 this semester.
  - Fall sports are near the ending. Our girls volleyball team completed their season with just 6 girls (4 freshmen, 1 sophomore, and 1 junior) and won 3 matches, including 1 league match, the first since 2015. Our cross country team hosted the Pacific Invitational Meet on Oct. 9<sup>th</sup>. It was great weather and a great meet.
  - Mrs. Jezuit will be taking 15 students to Bandon on Tuesday, Oct. 16, to attend a Oregon Shakespeare Festival assembly. Thank you to Bandon High School for inviting us.
  - Mrs. Skinner took 10 seniors to Gold Beach to observe a trial and meet with the district attorney and county judge. All had a great time and were excited to see an actual trial.
2. Continually assess the safety and efficiency of district facilities to optimize teaching and learning.
  - Monthly drills are being scheduled for Pacific.
  - Thank you to Lyle, Chad, and Don for their work in keeping Pacific clean and orderly.
3. Enhance communication into and out of the district.
  - We are continuing to use our Facebook page as a way to get out information quickly to the community.
  - FamilyLink information has been given out to families.
  - Parent – Teacher conferences are October 17 and 18 at Pacific from 3pm – 7pm both nights.

4. Increase awareness and understanding around educating students and staff in equity.
  - Advantage Dental will be seeing students at Pacific High School on October 22<sup>nd</sup>.
  - Staff has completed the 2<sup>nd</sup> session of SIOP (Sheltered Instruction Observation Protocol). SIOP skills are skills that can be used to help students who have English as second language access materials within our classroom. However, these skills are useful for all students and teachers for learning. We will be completing the SIOP training in December.

Port Orford-Langlois School District  
 Monthly Enrollment Report  
 2018-2019

	Sept. 2014	Sept 2015	Sept 2016	Sept 2017	Sept 2018	Oct. 2014	Oct 2015	Oct 2016	Oct 2017	Oct 2018	Nov 2014	Nov 2015	Nov 2016	Nov 2017	Nov 2018	Dec 2014	Dec 2015	Dec 2016	Dec 2017	Dec 2018	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Feb 2015	Feb 2016	Feb 2017	Feb 2018	Feb 2019	Mar 2015	Mar 2016	Mar 2017	Mar 2018	Mar 2019	April 2015	April 2016	Apr 2017	April 2018	April 2019	May 2015	May 2016	May 2017	May 2018	May 2019	June 2015	June 2016	June 2017				
K	18	18	21	28	27	17	18	22	29	27	18	17	24	28		17	17	24	27		17	18	24	25		18	18	24	25		16	16	24	24		16	16	23	24		16	16	24	24		17	17	24				
1	15	18	24	20	17	12	18	24	20	18	12	18	22	18		12	18	22	18		11	17	22	17		11	17	22	19		11	17	22	18		11	17	22	19		10	17	22	19		10	16	20				
2	18	10	16	22	20	17	11	15	22	21	17	11	15	22		17	11	15	20		18	11	15	19		18	11	15	19		18	11	15	18		18	11	14	19		18	11	14	19		18	12	14				
3	19	20	14	17	19	18	20	14	17	19	19	18	13	17		18	18	13	16		18	20	13	17		16	18	13	18		15	18	13	18		15	19	13	18		16	18	13	18		16	19	13				
4	8	14	17	18	17	7	15	17	18	19	7	15	19	18		6	15	20	18		7	15	22	16		7	15	22	17		7	15	22	17		7	15	22	16		6	15	22	16		6	15	22				
5	17	6	18	21	18	17	5	18	20	19	19	5	17	18		16	5	16	18		16	6	15	18		16	6	15	19		15	6	15	18		15	6	16	17		15	5	16	17		16	6	16				
6	16	19	5	18	19	15	20	5	18	20	14	20	5	16		14	20	5	16		13	20	5	16		12	20	5	16		13	19	5	16		13	19	5	17		14	19	5	17		14	20	5				
7	17	13	20	4	16	14	13	20	3	16	15	13	19	4		14	13	20	4		13	14	19	4		13	14	19	4		12	14	21	4		12	14	21	3		12	14	22	3		12	13	22				
8	17	14	12	24	4	17	14	12	24	4	17	14	12	23		17	14	12	23		17	13	12	22		17	13	12	20		17	13	12	20		17	13	13	19		17	13	14	19		17	13	15				
<b>K-8</b>	<b>145</b>	<b>132</b>	<b>147</b>	<b>172</b>	<b>157</b>	<b>134</b>	<b>134</b>	<b>147</b>	<b>171</b>	<b>163</b>	<b>138</b>	<b>131</b>	<b>146</b>	<b>164</b>		<b>131</b>	<b>131</b>	<b>147</b>	<b>160</b>		<b>130</b>	<b>134</b>	<b>147</b>	<b>154</b>		<b>128</b>	<b>132</b>	<b>147</b>	<b>157</b>		<b>124</b>	<b>129</b>	<b>149</b>	<b>153</b>		<b>124</b>	<b>130</b>	<b>149</b>	<b>152</b>		<b>124</b>	<b>128</b>	<b>152</b>	<b>152</b>		<b>126</b>	<b>131</b>	<b>151</b>				
9	19	18	13	15	19	17	17	13	15	18	16	17	14	14		15	17	14	14		15	17	14	14		14	18	14	14		17	18	14	14		17	18	14	14		17	18	14	14		20	18	14				
10	18	19	21	13	11	19	19	21	13	11	19	19	20	14		19	19	20	15		20	17	19	14		19	17	19	14		18	17	17	14		17	17	16	14		17	17	16	14		17	16	16				
11	19	17	19	15	13	17	17	19	15	13	17	17	18	16		17	17	17	16		17	17	16	19		17	17	16	19		17	17	16	18		17	17	16	18		19	17	16	18		19	17	16				
12	19	18	18	15	13	22	18	18	15	13	23	18	18	16		22	18	17	14		22	18	17	14		22	18	17	14		21	18	17	15		21	18	16	16		21	18	16	16		20	18	16				
<b>9-12</b>	<b>76</b>	<b>72</b>	<b>71</b>	<b>58</b>	<b>56</b>	<b>76</b>	<b>71</b>	<b>71</b>	<b>58</b>	<b>55</b>	<b>76</b>	<b>71</b>	<b>70</b>	<b>60</b>		<b>74</b>	<b>71</b>	<b>68</b>	<b>59</b>		<b>75</b>	<b>69</b>	<b>66</b>	<b>61</b>		<b>73</b>	<b>70</b>	<b>66</b>	<b>61</b>		<b>74</b>	<b>70</b>	<b>64</b>	<b>61</b>		<b>73</b>	<b>70</b>	<b>62</b>	<b>62</b>		<b>75</b>	<b>70</b>	<b>62</b>	<b>62</b>		<b>77</b>	<b>69</b>	<b>62</b>				
<b>TOTA</b>																																																				
<b>L</b>	<b>221</b>	<b>204</b>	<b>218</b>	<b>230</b>	<b>213</b>	<b>210</b>	<b>205</b>	<b>218</b>	<b>229</b>	<b>218</b>	<b>214</b>	<b>202</b>	<b>216</b>	<b>224</b>		<b>205</b>	<b>202</b>	<b>215</b>	<b>219</b>		<b>205</b>	<b>203</b>	<b>213</b>	<b>215</b>		<b>201</b>	<b>202</b>	<b>213</b>	<b>218</b>		<b>198</b>	<b>199</b>	<b>213</b>	<b>214</b>		<b>197</b>	<b>200</b>	<b>211</b>	<b>214</b>		<b>199</b>	<b>198</b>	<b>214</b>	<b>214</b>		<b>203</b>	<b>200</b>	<b>213</b>				

1 ADM = pending (Does not include Transportation reimbursement)

<b>June 2018</b>
24
19
19
18
16
17
17
3
19
<b>152</b>
14
14
17
16
<b>61</b>
<b>213</b>

# Port Orford Langlois School District Policy

Code: JHFF  
Adopted: October 15, 2018

## Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district employees, contractors or agents<sup>1</sup> of the district will not be tolerated. All district employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district employee, contractor or agent of the district who has reasonable cause to believe that another district employee, contractor or agent of the district has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement, if applicable. A volunteer may appeal the district’s decision through the district’s complaint procedure. A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file or the student’s education record, and in the administrative file for the contractor or agent of the district.

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<sup>1</sup> An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

If the district employee, contractor or agent of the district decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report. If the superintendent is the alleged perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, a contractor or an agent of the district in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)

[ORS 418.746 - 418.751](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

# Port Orford Langlois School District Policy

Code: JHFE-AR  
Adopted: October 15, 2018

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, principal or superintendent. If known, such report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The written record may be made using the district's abuse reporting form which includes at a minimum:

1. The name and position of the person making the report;
2. The names and addresses of the child and of the parents of the child or other persons responsible for the child's care and the age of the child;
3. The name and position of any witness to the report;
4. A description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of persons who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor and/or superintendent.

When the district receives a report of suspected abuse of a child by one of its employees, and the superintendent determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the DHS or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the district employee. If the DHS or a law enforcement agency is unable to determine whether the abuse of a child occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

### **Definitions**

1. Oregon law recognizes these types of abuse:
  - a. Physical;
  - b. Neglect;
  - c. Mental injury;
  - d. Threat of harm;
  - e. Sexual abuse and sexual exploitation.
2. "Child" means an unmarried person who is under 18 years of age.

### **Confidentiality of Records**

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

The disciplinary records of a district employee or former district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.345 or 192.355. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

### **Failure to Comply**

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

## Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officers wishing remove a student from the premises shall present themselves at the office and contact the administrator or designee. The officer shall sign the student out on a form to be provided by the school;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.