

Regular Meeting

Thursday, December 17, 2020 6:00 PM
@northwascoschools

1. **Call Meeting to Order and Pledge of Allegiance** **Presenter:** John Nelson, Chair
2. **Review / Revision of the Agenda**
3. **District Mission / Vision Statement**
4. **Student / Staff Recognition**
 - 4.a. *New Staff from The Dalles High School and those working in a Districtwide position, will be recognized.*
5. **Student Representative Reports**
6. **Comments from the Audience about Non Agenda Items**
7. **Consent Agenda**
 - 7.a. School Board Meeting Minutes from November 19th, 2020
 - 7.b. School Board Work Session (District Professional Learning Team) from November 5th, 2020
 - 7.c. Personnel Report
8. **Board Action Calendar - Review**

December:

- **Supt Search: Will be advertised nationally and with local state organizations, 100 consultants engage in recruitment activities**
 - **Applications close: December 9th**
 - **Screening of qualified applicants: December 9th – December 23rd**
 - **Monitor allocation of resources**
 - **First District PLT Meeting (Review Fall Data)**
 - **Review/revise policies as needed**
 - **Monitor Facilities Direction**
- 9.

January:

- **Superintendent reports interim progress on District goals to the Board.**
- **Supt Search: Presentation of top candidates to School Board for selection to interview**
 - **Interviews: January 11th – 16th**
 - **Recommended Board Decision: Week of January 18th**

- **Monitor Facilities Direction**
- **Review Board goals**
- **Review/revise policies as needed**

10. Board Discussion around Legislative Advocacy

10.a. *Board discussion on whether or not to craft a letter to the State Legislators and Governor regarding returning to onsite learning safely.*

11. School Board Sub Committee Reports

11.a. D21 Education Foundation

11.b. Community Outreach Team

11.c. Wellness Committee

11.d. Building/Facilities Report

11.e. District Equity Committee

11.f. District Scholarship Committee

12. New Business:

12.a. Presentations / Reports:

12.a.1. The Dalles High School Gym Seismic Rebuild - Review Finding of Facts

Presenter: Kara Flath, CFO & Don Carter, Facilities Director

12.a.1.a. **Action Item: Motion to approve / adopt the Finding of Facts as presented.**

12.a.2. Facilities Quarterly Report

Presenter: Don Carter, Facilities Director

12.a.3. Superintendent's Report

12.a.4. Chief Financial Officer's Report

12.a.4.a. Financial Statements:

12.a.4.b. Student Enrollment:

12.a.5. Board Attorney's Report

13. Discussion / Action Items:

13.a. **Action Item: Approve/Adopt Resolution**

Presenter: Kara

**#20-21-02.02 - Resolution Making Appropriations
Oregon Department of Education - CARES Act ESSER
Funds**

Flath, CFO

- 13.b. **Action Item: Approve / Adopt Resolution** **Presenter:** Kara
#20-21-11 - Resolution Making Appropriations Flath, CFO
Oregon Department of Education (US Department of
Education - Title IA, Part A) - ESSA Partnerships
19-20 Formula

14. **1st Reading on School Board Policies**
(informational only):

14.a. **Board Policy JB: Equal Educational**
Opportunity *(Required changes)*

14.b. **Board Policy JFCM: Threats of Violence**
(Required changes)

15. **2nd Reading / Adoption on School Board**
Policies (action required):

15.a. **Board Policy ACB: All Students Belong**
(no additional changes made)

15.b. **Board Policy ACB-AR: Bias Incident**
Complaint Procedure *(no additional changes made)*

16. **Informational Only:**

17. **Adjourn the Regular School Board Meeting**

North Wasco County School District

Human Resource Office • Brian Schimel - Director
3632 West 10th Street • The Dalles, Oregon 97058 • (541) 506-3420

PERSONNEL CHANGES AND VACANCIES School Board Meeting – December 17, 2020 *Current as of – December 10, 2020*

Reference ORS 332.505 (2b) A District Board may employ personnel, including teachers and administrators, necessary to carry out the duties and powers of the board and fix the duties, terms and conditions of employment and the compensation.

Licensed Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
Shudhi Datta	Temporary Math Teacher	TDHS	Began December 3, 2020

Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
N/A			

Licensed Staff – Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

Administrative Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
N/A			

Please Note: The following information regarding ESP employment is presented to the Board for purposes of (Information Only) and requires no action.

ESP Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
Connor Ward	Ed Asst III-SELA	CWE	Began December 8, 2020

ESP Staff – Transfers and Internal Hires – No Action Required

NAME	POSITION	COMMENTS
N/A		

ESP Staff – Request for Leave of Absence – No Action Required

NAME	POSITION	BUILDING	COMMENTS
N/A			

ESP Staff – Resignation/Retirements/Separation of Employment – No Action Required

NAME	POSITION	BUILDING	COMMENTS
Melissa Reger-Furler	Ed Asst III-SELA	DHE	Resigned December 10, 2020

Confidential Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
N/A			

Confidential Staff – Resignation/Retirements/Separation of Employment – No Action Required

NAME	POSITION	BUILDING	COMMENTS
N/A			

Coaching Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
N/A			

Coaching Staff – Resignations/Separation of Employment – No Action Required

NAME	POSITION	BUILDING	COMMENTS
N/A			

Advertised Vacancies

Position	HRS/FTE	Building	Close Date	Comments
Educational Assistant III-SPED	7.5 Hrs	District Wide	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Nutrition Services I	3.75 Hrs	District Wide	Open Until Filled	Advertised
District Mechanic/Driver	8 Hrs	Transportation	1/1/2021	Advertised

PROPOSED FINDINGS SUPPORTING AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS AND USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR METHOD OF PROCUREMENT

Before the Local Contract Review Board,

In the Matter of Exemption) FINDINGS OF FACT
Request of)
North Wasco County School District 21)
The Dalles High School Gymnasium)
Seismic Rehabilitation)

ORS 279C.335 (1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335(2) permits the Local Contract Review Board, which in this case is the **North Wasco County School District 21**, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings.

OAR 137-049-0620(1), allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statute.

The hearing for review of these findings will be held via Facebook at 6:00 PM on December 17, 2020 as published in the public notice section in the Columbia Gorge News on December 2, 2020 and the Daily Journal of Commerce on December 3, 2020.

Article I. BACKGROUND

North Wasco County School District 21 received a grant through Oregon’s Seismic Rehabilitation Grant program for a total value of **\$2,276,980**. The purpose of the grant is to seismically retrofit **The Dalles High School Gymnasium** building to meet or exceed the code requirements outlined in ASCE 41-17. It was determined during the initial grant application that the building would be renovated during the rehabilitation work as permitted by budget. All renovated areas will increase **Life and Safety elements**.

This Project is limited to the funding outlined in the grant package, additional funding is not available. The current budget does not reflect a contingency typically allotted for a project of this size and scope. It is the recommendation of the **North Wasco County School District 21** to procure the Project using the CM/GC contracting methodology. ORS 279C.332(3) identifies the CM/GC methodology as an alternative contracting method under ORS 279C.335, which allows a contracting agency to procure construction related services that include, among other things listed in ORS 279C.332(3), a construction manager/general contractor (a) functioning as a member of a project team that includes the **North Wasco County School District 21**, the Project Architect or Engineer and other consultants, (b) reviewing and analyzing the project design in order to suggest changes to minimize potential errors, delays, unexpected costs and

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The Dalles High School Gymnasium Seismic Rehabilitation

other problems during construction, (c) estimating construction, materials, labor and other costs for the Project, (d) establishing a fixed price, a guaranteed price or other maximum price for the Project, (e) constructing portions of the Project and subcontracting portions to other contractors, and (f) coordinating and overseeing the construction process. In this Project, the CM/GC contract allows the **North Wasco County School District 21** to bring the General Contractor on board during the initial design phase providing value engineering services and a Guaranteed Maximum Price during the design phase in lieu of during the bid phase after full design documents have been established.

The **North Wasco County School District 21** proposes utilizing the Construction Manager/General Contractor contract delivery methodology to obtain proposals for **The Dalles High School Gymnasium Seismic Rehabilitation**.

The exempted procurement process for this Project includes the following:

- 1) A Request for Proposals (RFP) process pursuant to OAR 137-049-0640 to procure a CM/GC contract with a general contractor.

Article II. FINDINGS REGARDING PROCUREMENT OF CM/GC SERVICES

ORS 279C.335(2) requires that an agency make certain findings as part of exempting public improvement contracts or classes of public improvement contracts from competitive bidding, as is the case with the procurement of CM/GC services. Pursuant to ORS 279C.330(2), the term “findings” as used in ORS 279C.335(2) means “the justification for a conclusion that a contracting agency, in seeking an exemption from the competitive bidding requirement of ORS 279C.335(1), reaches based on the considerations set forth in ORS 279C.335(2). Those required findings, generally defined as “findings regarding competition” and “findings regarding significant cost savings”, are addressed below.

A. Findings Regarding Competition

ORS 279C.335(2) (a) requires an agency to find that: *“It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contractors or substantially diminish competition for public improvement contracts.”*

The **North Wasco County School District 21** finds that selecting the contractor through an exempted competitive proposal selection process in accordance with OAR 125-249-0620 and 125-249-0630 will not inhibit competition or encourage favoritism. This finding is supported by the following facts:

- 1) The proposed CM/GC alternative contract delivery methodology is a competitive proposal process that allows the **North Wasco County School District 21** to select a firm to Seismically Rehabilitate **The Dalles High School Gymnasium** at the best possible value. Simple price competition is not feasible due to technical complexity associated with a seismic rehabilitation Project of this nature. The technical

complexity of the installation of certain structural systems within the rehabilitation plan lends it to specialized contractors with knowledge of these systems.

- 2) The CM/GC contractor will be selected through an open and competitive proposal process as prescribed by ORS 279C.400 to 410 and related administrative rules, including but not limited to formal public advertising of the solicitation, an award made based upon identified selection criteria described in the RFP, and an opportunity to protest any such award.

B. Findings Regarding Significant Cost Savings

ORS 279C.335(2)(b) requires an agency to find that *“Awarding a public improvement contract under the exemption will result in substantial cost savings to the public contracting agency.”*

This finding is supported by the following facts:

- 1) How many persons are available to bid: There are limited qualified specialized contractors to perform the scope of work associated with this Project.
- 2) The construction budget and the projected operating costs for the completed public improvement: Limited or no additional funding is available for **The Dalles High School Gymnasium Seismic Rehabilitation** above and beyond the awarded grant funding source.
- 3) Public benefits that may result from granting the exemption: Utilization of the CM/GC contract delivery process will allow the **North Wasco County School District** to deliver the most comprehensive project for the allotted funding.
- 4) Whether value engineering techniques may decrease the cost of the public improvement: This work integrates specialized equipment and personnel to properly install certain items of the rehabilitation. A requirement to competitively bid this type of work would create additional expenses and lead to uncertainty regarding the installation of said items.
- 5) The cost and availability of specialized expertise that is necessary for the public improvement: An exemption from competitive bidding will allow the **North Wasco County School District** to take advantage of specialized general contractors knowledgeable in the rehabilitation of existing structures and value engineering the Project during the design phase. This will allow the **North Wasco County School District** to be provided the best value and potentially eliminate costly change orders resulting from unknowns in the field.
- 6) Any likely increases in public safety: There are currently concerns with public safety during the scheduled work as **The Dalles High School Gymnasium** will remain

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functional during the proposed work. The CM/GC will assist with the development of a safety plan.

- 7) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement: Risks associated with contract overruns, schedule increases and unqualified contracts are greatly reduced with the granting of the exemption to competitive bidding.
- 8) Whether granting the exemption will affect the sources of funding for the public improvement: Granting the exemption will not affect funding sources for **The Dalles High School Gymnasium Seismic Rehabilitation**.
- 9) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement: The specialty products, services and supplies needed under this contract are not particularly impacted by market conditions.
- 10) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement: Implementation of this Project involves a number of issues of technical complexity. Special skills and expertise are needed for optimizing the related foundation strengthening and the seismic strengthening and element installation.
- 11) Whether the public improvement involves new construction or renovates or remodels an existing structure: The public improvement of **The Dalles High School Gymnasium** will renovate and seismically rehabilitate the building.
- 12) Whether the public improvement will be occupied or unoccupied during construction: The public improvements will occur while the buildings are occupied by summer staff. Parts of the Project may occur while staff and students occupy portions of the buildings.
- 13) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions: It is the intent of **North Wasco County School District 21** to construct the Project under a single phase of the Project.
- 14) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract: **North Wasco County School District 21** will enlist the assistance of **ZCS Engineering and Architecture** as the Project Manager to assist with the enforcement of the terms of the scope of work associated with the public improvement contract.

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North Wasco County School District 21 will enlist Dick Dick & Corey LLP to assist the District with legal counsel and legal enforcement of the public improvement contract.

Article III. SUMMARY

Use of the CM/GC method of contracting for **The Dalles High School Gymnasium Seismic Rehabilitation** is an appropriate use of the alternative contracting method under OAR 137-049-0620. Additionally, an exemption from competitive bidding requirements is justified under the criteria outlined in ORS 279C.330, findings have been developed in compliance with ORS 279C.335(2), and the **North Wasco County School District 21** will perform the post project evaluation required by ORS 279C.355. Based upon previously listed findings, the **North Wasco County School District 21** specifically concludes that:

- 1) It is unlikely the exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
- 2) The exemption will result in substantial cost savings to the affected **North Wasco County School District 21** for the services provided.

The **North Wasco County School District 21** submits that this Request meets all of the criteria above and requests approval of this Exemption. If you have any questions, please call Don Carter at (541) 506-3430.

Don Carter
Don Carter

23 November 2020
Date

North Wasco County School District 21
Director of Facilities

Reviewed by **North Wasco County School District 21** Attorney:

Reviewed by Legal Counsel

Date



**NWASCO School District Facilities Quarterly
Update September - November 2020**

Facilities Quarterly Update

Sep - Nov 2020

- Summary of Completed In-House Projects
- Summary of Vendor Based Projects
- Innovative Solutions
- Summary of COVID-19 Measures
- Sodexo Corporate Support

In-House Projects



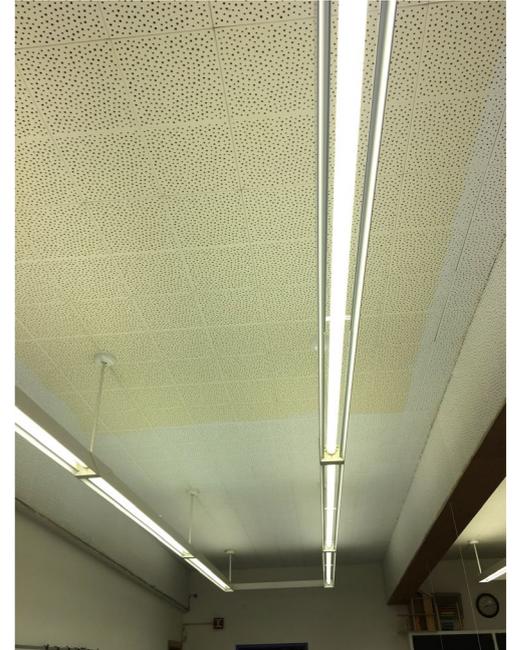
CES wall before



CES wall before



CES ceiling before



CES ceiling before



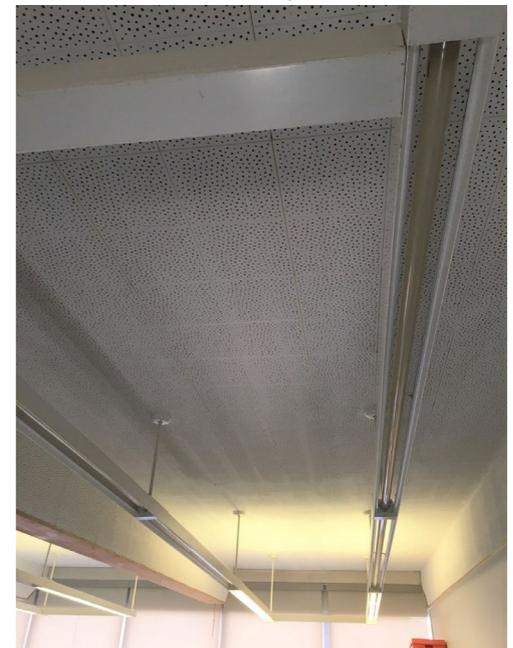
CES wall after



CES wall after



CES ceiling after



CES ceiling after

In-House Projects

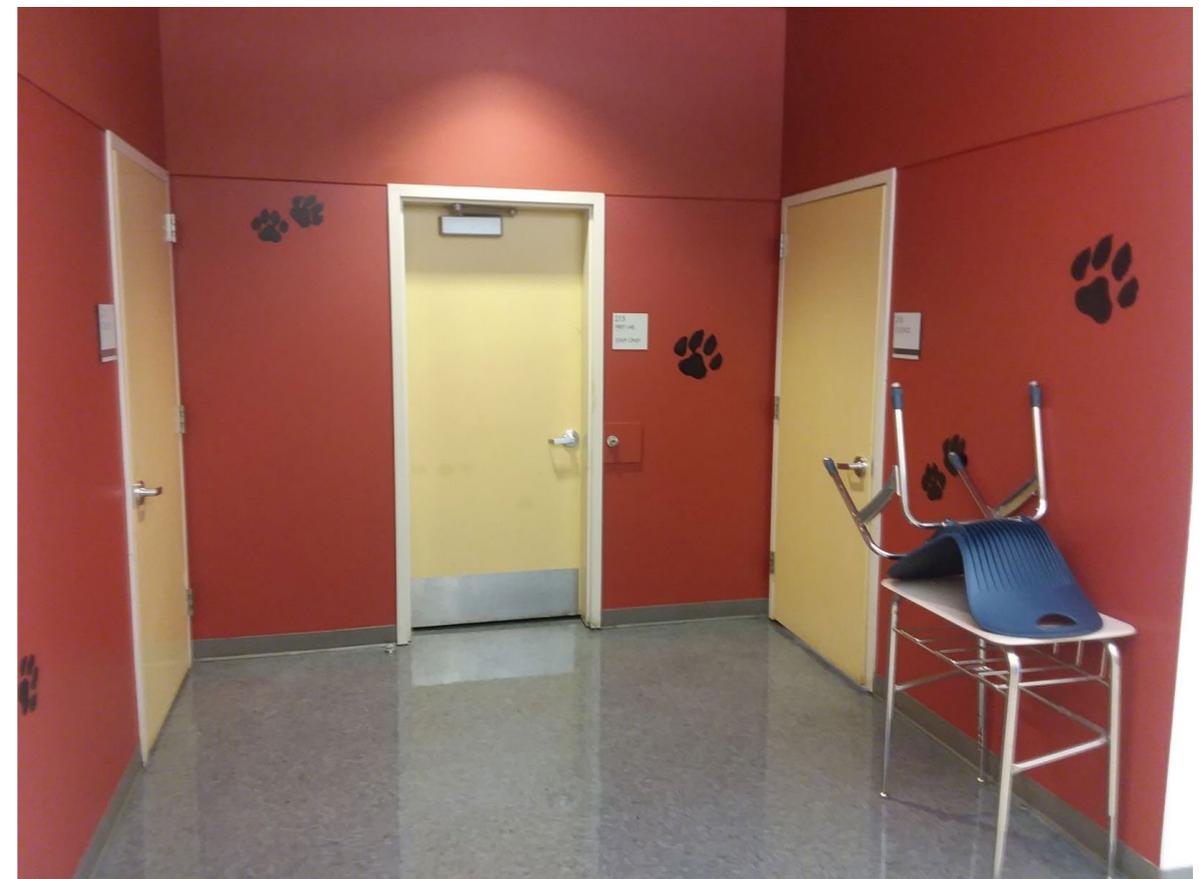


CES cabinetry during



TDMS hallways after painting

In-House Projects



TDMS doors and entryways

In-House Projects



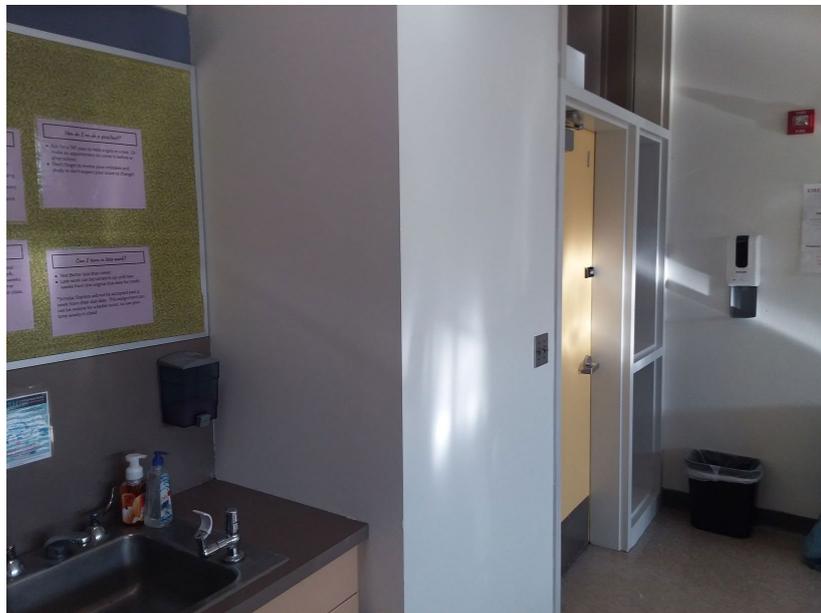
TDMS floors



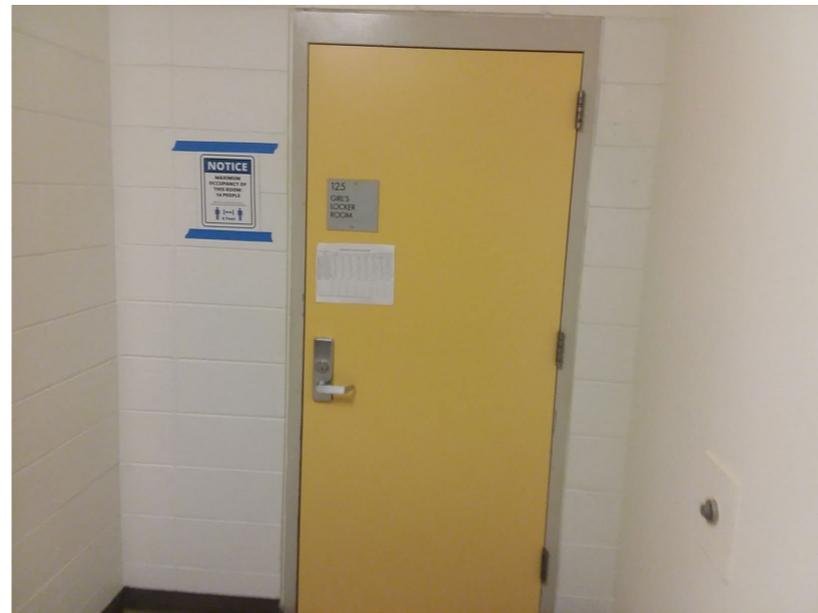
TDMS Commons entrance



TDMS doors and walls



TDMS classroom



TDMS locker rooms door and jamb



TDMS hallway doors and jamb

In-House Projects



Partitions: before, during and after



Partitions, before and after

In-House Projects



TDHS tree



DHE health room Dutch door



TDMS classroom



TDHS tree removal



CES ADA ramp



CES fencing

In-House Projects



TDHS windows before



DHE closet before



TDHS windows after



DHE closet after



16th Street blackberry brush removal

Vendor Based Projects



CWE field before sod*

CWE field after sod*



* Enterprise funded project

Vendor Based Projects



CWE front rod iron fencing*



CWE security fencing*

* Enterprise funded project

Vendor Based Projects

- Seismic grant renovation project has begun and is scheduled to be completed by September 2021
- Damaged flooring in TDHS (West Wing) has been removed and replaced with LVT
- Steam line replacement at CES is complete
- CWE water line installation has been completed
- DHE exterior painting has been completed
- All asphalt repairs and replacement has been completed
- All fire alarm systems corrections have been scheduled
- Additional fire system related ventilation hood upgrades have been scheduled for TDMS
- Automated gate replacement for shop is being scheduled



New flooring at TDHS

* Enterprise funded project

Innovative solutions **

TracMow REMOTE CONTROL SLOPE MOWER



** Sodexo funded procurement

Innovative solutions **



** Sodexo funded procurement

COVID-19 Measures

- Facilities staff continues to hand craft and install numerous plexi-glass “sneeze guards”
- Sodexo was able to assist in securing over 200 hand sanitizer dispensers. These were installed in every classroom and other vital locations
- A new “service window” area was created at TDHS in order to maintain building closure to the public and still provide student/parent services
- Standard Operating Procedures have been update for the following:
 - Preventative Disinfection
 - Routine/High Contact Area Disinfection
 - Isolation Room Guidelines
- Facilities has secured a vast supply of hand sanitizer in several forms
- Other COVID related products such as face shields, hand sanitizer etc.... have been stocked as well



Sodexo Support

Sodexo has been working on a Facilities Condition Assessment (FCA) of the North Wasco School District. The final report of finding will be completed and presented to the district in early 2021.

The FCA being performed for NWCSD includes an in-depth visual condition assessment survey of the school's buildings and grounds. The result of the field survey is a catalog of current deficiencies with direct project estimates. Forecasts projecting renewal costs from component life cycles are included in the life cycle model. Together, this information resource becomes a strategic tool that allows the Director of Facilities to quickly identify and capture deferred maintenance priorities.

Developing and maintaining a capital plan, informed, and guided by the Sodexo Facility Capital Assessment Program, will provide school leadership with the information they need to proactively address their capital project needs. The plan will help break down the overall facility needs into small and well-defined buckets that can be prioritized in a way that is consistent with the funding ability and strategic focus of the school. Establishing annual funds to address the capital, modernization, and infrastructure needs of the school are solid methodologies for strategic planning, and the result will be reduced deferred maintenance, and higher satisfaction, leading to a more competitive residential and academic program.



North Wasco County School District

School Year 2020 – 2021, December Financial Summary

The report last month is modified to add a few items:

1. A column was added to include the % of budget expended by function on the expenditure status report.
2. The beginning fund balance was added to the expanded expenditure status report by fund.
3. The % of budget expended was also added to the expanded expenditure status report by fund.
4. The projected expenditures include the year to date expended plus encumbrances on the expanded expenditure status report by fund. The numbers do not include all projected expenditures yet. This is only encumbered items, which includes set monthly payroll costs primarily.

FY 2020 Information:

The FY 2020 report was not included because there are not substantial changes. The board should expect a final report in January after the financial audit work is completed. Since there are no significant changes, the report is not included. Please refer back to September's board report if you are interested in how the year is expected to close financially. In addition, the beginning fund balance of FY 2021 is a snapshot of the FY 2020 year closing numbers.

General Information:

Please note, the projected expenditures are not fully inclusive yet. This number includes encumbrances of set monthly payroll costs at this point. Next month will have a more inclusive number to review.

In addition, keep in mind, the general fund budget is built on the expected revenues. The district is not expecting to receive revenues of \$36.8 million in general fund this year. The estimated number at this point is closer to \$34 million. This is contingent upon several factors, the top being the status of student enrollment across the state and the impact to the state fund proportion to the district and the collections of taxes in the county. The district is expecting \$9.5 million from property taxes, however, the average tax collection in previous years is averaging 94%, leaving the actual collection closer to \$9 million. This will also be levelized at the state-wide level with the school fund in the next fiscal year. In November, the county collected \$6.37 million in property taxes.

In the general fund expenditures, the year to date expenditures and encumbrances are almost \$39 million already. These numbers do not include other expenditure items such as utilities and supplies. Those estimations will be added in the next month's report. The ending general fund revenues – expenditures cannot exceed the revenues received for the year plus the ending fund balance. Therefore, the district cannot spend more than \$34.5 million for the year.

State special revenue funds are spent as the grants and programs allow and revenue received. To date the district has spent \$1.3 million in those funds and received revenues of \$585 thousand. However, many of the grants are not available for the district to withdraw from the state yet. As soon as these funds are open for claims, the district will have the revenues to equal the expenses.

The nutrition services fund will always have a delay in receiving revenues because this fund is a claims reimbursement basis. Actual claim numbers show a total revenue of \$286 thousand and expenses of \$344 thousand. Nutrition services is able to capture more meals in the last month with the summer feeding program and adding dinners to the meal deliveries.

- In September, a total of 17,956 meals were delivered.
- In October, a total of 42,666 meals were delivered, an increase of 138%. Dinner meals were started on October 25th. The Child and Adult Care Food Program (CACFP) & Summer Food Service Program (SFSP) reimburses at a higher rate than the National School Lunch Program so this will help increase revenues in the nutrition fund.
- In November, a total of
- Please note, meal deliveries are capturing 40 – 50 % of the students compared to last years numbers.

Another update worth discussing is the enterprise funds, which is the Google payment received from the county. This is a yearly allotment of \$240 thousand. The district was saving for a possible project that may not be required yet as the city/county was supposed to have funding to put towards the project and did not receive that funding. The district may be able to reallocate those funds; however, we are waiting for confirmation from the city/county before dedicating the funds to the next set of projects on the facilities assessment report, soon to be completed by Sodexo. To date this fiscal year, there are several projects that were completed:

- Chenoweth Elementary parking lot resealing and painting in the amount of \$15,721 for traffic mitigation.
- Colonel Wright field renovation to include water feed for irrigation, fencing and sod in the amount of \$60,145.
- Dry Hollow exterior painting and parking lot repaving in the amount of \$48,674.

The bus replacement fund has been fully utilized this year. A total of 3 buses were purchased with the bus replacement funds at the district. As part of the clean diesel initiative, all buses manufactured in 2007 and prior are to be retrofitted or replaced by January 1, 2025. As of today, the district has 7 buses left to replace. The district was approved for the Volkswagen grant, in the amount of \$94,560, to replace two buses in the next fiscal year, another grant, totaling \$96,000, for 2 buses the year after that, and the district also received another grant for 2 more buses in the year after that.

Questions about this report can be directed to Kara Flath, CFO, North Wasco County School District #21 at flathk@nwasco.k12.or.us.

NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2021 Expenditure Status Report

For the month ending November 30th, 2020*

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
100 General Fund					
1000 - Instruction	20,975,768	5,314,829	12,913,435	2,747,504	25.34%
2000 - Support Services	13,717,049	4,691,398	7,244,526	1,781,125	34.20%
5000 - Debt Service & Fund Transfers	870,000	870,000	-	-	100.00%
6000 - Contingency	300,000	-	-	300,000	0.00%
7000 - Unappropriated Ending Fund Balance	1,000,000	-	-	1,000,000	0.00%
Totals	\$ 36,862,817	\$ 10,876,227	\$ 20,157,961	\$ 5,828,629	29.50%
210-242 Special Revenue Funds					
1000 - Instruction	4,911,539	850,458	1,921,044	2,140,037	17.32%
2000 - Support Services	3,092,546	462,205	200,132	2,430,209	14.95%
3000 - Enterprise & Community Services	149,609	12,833	1,396	135,380	8.58%
4000 - Capital Outlay	2,276,980	294	-	2,276,686	0.01%
7000 - Unappropriated Ending Fund Balance	45,000	-	-	45,000	0.00%
Totals	\$ 10,475,674	\$ 1,325,790	\$ 2,122,572	\$ 7,027,312	12.66%
250 Nutrition Services Fund					
3000 - Enterprise & Community Services	1,586,288	344,690	449,613	791,985	21.73%
Totals	\$ 1,586,288	\$ 344,690	\$ 449,613	\$ 791,985	21.73%
285 Technology Fund					
1000 - Instruction	-	-	-	-	0.00%
2000 - Support Services	160,000	35,180	2,100	122,720	21.99%
Totals	\$ 160,000	\$ 35,180	\$ 2,100	\$ 122,720	21.99%
292-298 Replacement Funds					
1000 - Instruction	480,000	2,135	800	477,065	0.44%
2000 - Support Services	488,000	423,636	-	64,364	86.81%
7000 - Unappropriated Ending Fund Balance	178,500	-	-	178,500	0.00%
Totals	\$ 1,146,500	\$ 425,771	\$ 800	\$ 719,929	37.14%
302-304 Debt Service Funds					
5000 - Debt Service & Fund Transfers	2,053,193	87,981	-	1,965,212	4.29%
7000 - Unappropriated Ending Fund Balance	13,137	-	-	13,137	0.00%
Totals	\$ 2,066,330	\$ 87,981	\$ -	\$ 1,978,349	4.26%
Total All Funds	\$ 52,297,609	\$ 13,095,639	\$ 22,733,046	\$ 16,468,924	25.04%

NOTE: Student Body Funds (290) are not included on this report. Reported on annual audit only.

NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2021 Financial Statements*

For the month ending November 30th, 2020*

Balance Sheet	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Replacement Funds	Debt Service Funds	Totals
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ASSETS:							
Cash & Investments	6,275,012	(147,766)	(63,958)	139,313	604,724	1,217,019	8,024,344
Accounts Receivable	1,024,461	240,000	2,391				1,266,852
Inventory/Prepaid expense	337,326	45,000	3,560				385,886
Total Assets	7,636,799	137,234	(58,007)	139,313	604,724	1,217,019	9,677,082

LIABILITIES:							
Accounts Payable	-	-					-
Payroll Liabilities	422,069	-	-				422,069
Deferred Revenue	604,857	-	3,985				608,842
Total Liabilities	1,026,926	-	3,985	-	-	-	1,030,911

FUND BALANCE:							
Total Fund Balance	6,609,873	137,234	(61,992)	139,313	604,724	1,217,019	8,646,171

Revenues & Expenditures: 2020-21 Year to Date							
Beginning Fund Balance	485,708	877,775	(4,020)	74,493	637,213	25,199	2,096,368
Year to Date Revenues	17,000,392	585,250	286,718	100,000	393,282	1,279,801	19,645,443
Year to Date Expenditures	10,876,227	1,325,791	344,690	35,180	425,771	87,981	13,095,640
Year to Date Net Income (Loss)	6,124,165	(740,541)	(57,972)	64,820	(32,489)	1,191,820	6,549,803
Ending Fund Balance	6,609,873	137,234	(61,992)	139,313	604,724	1,217,019	8,646,171

NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2021 Expenditure Status Report

For the month ending November 30th, 2020*

Fund	Beginning Fund Balance	Budgeted Revenue	Revenue Collected YTD	% Collected	Projected Revenue	Total Budget	Expended YTD	Encumbered	Projected Expenditures	% of Budget Expended	Revenue - Expenditures YTD	Projected Ending Fund Balance
100 - GENERAL FUND	\$ 485,230	\$36,862,817	\$17,000,392	46.12%	\$34,521,169.00	\$ 36,862,816	\$10,876,227	\$ 20,157,961	\$ 32,769,347	29.50%	\$ 6,124,165	\$ 2,237,052
210 - FEDERAL PROGRAMS	\$ 36,095	\$ 2,938,850	\$ 447,389	15.22%	\$ 2,938,850	\$ 3,157,732	\$ 820,366	\$ 1,441,601	\$ 2,261,967	25.98%	\$ (372,977)	\$ 712,978
220 - STATE GRANTS	\$ 17,098	\$ 6,461,251	\$ 137,495	2.13%	\$ 4,724,251	\$ 6,499,641	\$ 380,885	\$ 680,971	\$ 1,061,856	5.86%	\$ (243,390)	\$ 3,679,493
230 - LOCAL GRANT PROGRAMS	\$ 57,639	\$ 50,000	\$ -	0.00%	\$ -	\$ 50,000	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 57,639
240 - VOCATIONAL EDUCATION FUND	\$ 90,112	\$ 91,500	\$ 366	0.40%	\$ 366	\$ 91,500	\$ -	\$ -	\$ -	0.00%	\$ 366	\$ 90,478
242 - ENTERPRISE ZONE PROJ FUND	\$ 676,833	\$ 676,800	\$ -	0.00%	\$ 240,000	\$ 676,800	\$ 124,540	\$ -	\$ 124,540	18.40%	\$ (124,540)	\$ 792,293
250 - NUTRITION SERVICES	\$ (4,020)	\$ 1,586,288	\$ 286,718	18.07%	\$ 1,299,570.00	\$ 1,586,288	\$ 344,690	\$ 449,613	\$ 794,303	21.73%	\$ (57,972)	\$ 501,247
285 - TECHNOLOGY & EQUIPMENT	\$ 74,493	\$ 160,000	\$ 100,000	62.50%	\$ 100,000	\$ 160,000	\$ 35,180	\$ 2,100	\$ 37,280	21.99%	\$ 64,820	\$ 137,213
292 - TEXTBOOK REPLACEMENT FUND	\$ 401,088	\$ 560,000	\$ 152,147	27.17%	\$ 152,147	\$ 560,000	\$ 2,135	\$ 800	\$ 2,935	0.38%	\$ 150,012	\$ 550,300
295 - BUS REPLACEMENT	\$ 203,945	\$ 533,500	\$ 220,934	41.41%	\$ 220,934	\$ 533,500	\$ 423,636	\$ -	\$ 423,636	79.41%	\$ (202,702)	\$ 1,243
298 - VEHICLE REPLACEMENT	\$ 32,181	\$ 53,000	\$ 20,200	38.11%	\$ 20,200	\$ 53,000	\$ -	\$ -	\$ -	0.00%	\$ 20,200	\$ 52,381
302 - GEN OBLIGATION BONDS D-12	\$ 462	\$ -	\$ (462)	0.00%	\$ (462)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ (462)	\$ -
303 - OSBA PERS BONDS	\$ 10,358	\$ 1,672,230	\$ 900,262	53.84%	\$ 1,661,872	\$ 1,672,230	\$ -	\$ -	\$ 1,672,230	0.00%	\$ 900,262	\$ -
304 - FULL FAITH & CREDIT OBLIG	\$ 14,379	\$ 394,100	\$ 380,000	96.42%	\$ 380,000	\$ 394,100	\$ 87,981	\$ -	\$ 87,981	22.32%	\$ 292,019	\$ 306,398
Total All Funds	\$2,095,893	\$52,040,336	\$19,645,441	37.75%	\$ 46,258,897	\$ 52,297,607	\$13,095,640	\$ 22,733,046	\$ 39,236,075	25.04%	\$ 6,549,801	\$ 9,118,715

NOTE: Student Body Funds (290) are not included on this report. Reported on annual audit only.



North Wasco County School District

School Year 2020 – 2021, December Enrollment Summary

School Year 2020 - 2021	Chenowith	Col. Wright	Dry Hollow	Mosier	TDMS	TDHS	RCS	D21 K-8	D21 9-12	Total
July 15							20			20
August 14							20			20
September 22	396	253	423	185	618	862	30	45	38	2,850
October 1	380	253	421	183	600	833	30	51	36	2,787
November 2	372	256	419	185	599	829	30	70	38	2,798
December 1	367	249	421	185	596	823	24	81	44	2,790
January 1										
February 1										
March 1										
April 1										
May 1										
June 1										

Average	379	253	421	185	603	837	29	62	39	2,806
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Peak	396	256	423	185	618	862	30	81	44	2,895
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Average 2019 - 2020	420	319	455	192	671	813	30		36	2,936
Avg Change 2021-2020	(41)	(67)	(34)	(8)	(67)	24	(2)	62	3	(130)
Peak 2019 - 2020	430	328	462	198	681	841	42		42	3,000
Peak Change 2021-2020	(34)	(72)	(39)	(13)	(63)	21	(12)	81	2	(105)

Enrollment Summary by Building and Grade as of 12/01/2020

School	Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
1093	Chenowith Elementary	80	55	57	61	57	57	0	0	0	0	0	0	0	367
1097	Colonel Wright Elementary	43	43	35	35	49	44	0	0	0	0	0	0	0	249
1106	D21 K-8 Virtual Academy	7	9	14	12	9	8	9	9	4	0	0	0	0	81
1107	D21 Virtual Academy	0	0	0	0	0	0	0	0	0	3	1	15	25	44
1098	Dry Hollow Elementary	70	64	62	61	76	88	0	0	0	0	0	0	0	421
1095	Mosier Community School	21	24	20	19	22	20	25	22	12	0	0	0	0	185
1101	The Dalles High School	0	0	0	0	0	0	0	0	0	240	214	182	187	823
1100	The Dalles Middle School	0	0	0	0	0	0	194	214	188	0	0	0	0	596
5250	Riverbend Community School	0	0	0	0	0	0	0	0	0	5	5	6	8	24
	Totals	221	195	188	188	213	217	228	245	204	248	220	203	220	2,790

2019 - 2020 Totals	231	200	208	231	233	241	268	211	251	226	213	233	239	2,985
Change in 2021 - 2020	(10)	(5)	(20)	(43)	(20)	(24)	(40)	34	(47)	22	7	(30)	(19)	(195)

RESOLUTION MAKING APPROPRIATIONS
OREGON DEPARTMENT OF EDUCATION
CARES ACT ESSER FUNDS

Resolution No. 20-21-02.02

Whereas, the Oregon Department of Education has awarded North Wasco County School District 21, a grant under federal CARES Act ESSER funds to prevent, prepare for, and respond to coronavirus in the District.

Whereas, resolution 20-21-02 is replaced with resolution 20-21-02.02;

Whereas, the District did not anticipate federal grant revenue from this source when the budget for fiscal year 2020-21 was created;

Whereas, the District has spending authority in the Student Investment Account for fiscal year 2020-21 and the amount the district will receive is reduced;

Therefore, be it resolved, that the appropriations for fiscal year beginning July 1, 2020, are adjusted as follows, and allowed per ORS 294.493 (4):

	Change
210 - FEDERAL PROGRAMS	
Instruction	\$ 596,367
Support services	<u>\$ 164,309</u>
Total Federal Programs	<u>\$ 760,676</u>
220 - STATE PROGRAMS	
Instruction	\$ (596,367)
Support services	<u>\$ (164,309)</u>
Total State Programs	<u>\$ (760,676)</u>

Adopted this 17th day of December, 2020.

John Nelson, Board Chair

Kara Flath, CFO

RESOLUTION MAKING APPROPRIATIONS
OREGON DEPARTMENT OF EDUCATION
(US DEPT OF EDUCATION - Title I, Part A)
ESSA Partnerships 19-20 Formula

Resolution No. 20-21-11

Whereas, the Oregon Department of Education has awarded North Wasco County School District 21 a grant under Title I, Part A, federal funds and state funds for partnership program.

Whereas, the District the district has spending authority in the District and School Improvement (DSI) federal grant program for fiscal year 2020-21 and the spending authority is not needed;

Whereas, the District did not anticipate grant revenue from this source when the budget for fiscal year 2020-21 was created;

Therefore, be it resolved, that the amounts for the fiscal year beginning July 1, 2020, are adjusted as follows, and allowed per ORS 294.493 (1):

210 - FEDERAL PROGRAMS

SUPPORT SERVICES - DSI Grant	\$ (79,895)
SUPPORT SERVICES - ESSA Partnership	<u>79,895</u>

Total Federal Programs	\$ <u><u>-</u></u>
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TOTAL PROGRAM	<u><u>\$ -</u></u>
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Adopted this 17th day of December, 2020.

John Nelson, Board Chair

Kara Flath, CFO

Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation¹, race, religion, color, national origin, disability or marital status, **familial status, parental status**, linguistic background, culture, **socioeconomic status**, capability or geographic location.

[The district shall develop and implement an Equal Educational Opportunity Plan that assures that] Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district **or denied access to facilities in the district.** ~~The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.~~

~~The superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number will be provided to all students and employees.~~

[A student or parent may also access and use the district's general complaint procedure through Board policy KL – Public Complaints.]

All reports, complaints or information will be investigated.

[The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems[,] [and] [handbooks and will be published to the district website and made available at the district office during regular business hours].]

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

~~If a student feels there has been a violation of this policy, he/she should contact the building principal or the superintendent. If the problem cannot be resolved in an informal manner, a formal complaint may be filed as provided in GBM/KL – Complaint Procedure or by contacting the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.~~

~~The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.~~

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 174.100

<u>ORS 326.051</u>	<u>OAR 839-003-0000</u>	
<u>ORS 329.025</u>	ORS Chapter 659	
<u>ORS 329.035</u>	ORS Chapter 659A	<u>ORS 659.850</u>
ORS 332.107	ORS 659.852	
<u>ORS 336.067</u>	<u>OAR 581-021-0045</u>	<u>ORS 659A.003</u>
<u>ORS 336.082</u>	<u>OAR 581-021-0046</u>	<u>ORS 659A.006</u>
<u>ORS 336.086</u>	OAR 581-022-1140	ORS 659A.030
ORS 342.123	<u>ORS 659A. 103- 659A 145</u>	
<u>ORS 659A.400</u>	<u>ORS 659A. 403</u>	<u>ORS 659A. 406</u>
<u>OAR 581-022-2310</u>		

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006~~2018~~); 28 C.F.R. §§ 42.101-42.106 (2019)
 Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
 Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the
 Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35
 (2019).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

¹Sexual orientation means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

North Wasco County School District 21

Code: JFCM
Adopted: 6/8/00
Revised/Readopted: 6/9/04; 3/2/17

Threats of Violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence **the staff member** has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. **The [superintendent or designee] [principal] shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed.** A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

[The district shall enforce this policy consistently, fairly and without bias against any student, including a student from a protected class as defined in Oregon Revised Statute 659.850.]

The **building** principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage district property;
2. Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

The **[superintendent or designee] [principal]** shall **attempt to notify:**

1. The parent **or guardian** of a student when the student's name appears on a targeted list **at school** that threatens violence or harm to the students on the list, or when threats of violence or harm to the student are made by another student **at school**;

2. Any ~~school~~ district employee whose name appears on a targeted list at school threatening violence or harm to the district employee [and when threats of violence or harm are made by a student or others at school].

The [superintendent or designee] [principal] shall attempt to notify the above persons by telephone or in person promptly and within 12 hours of discovery of a targeted list or learning of a threat. Regardless, the [superintendent or designee] [principal] shall issue a written follow-up notification within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the principal may provide such information to other school officials, including teachers within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district or person participating in good faith in making the notification required by ORS 339.327 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification.

[As a part of the district's proactive safety efforts, the superintendent will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Students so identified shall be referred to a counselor, licensed mental health professional and/or multidisciplinary team for evaluation and follow-up as appropriate.]

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.327](#)
[OAR 581-021-0050 - 021-0075](#)
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

North Wasco County School District 21

2nd Reading & Adoption (New Policy)

Code: ACB
Adopted:

All Students Belong

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag¹, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on district grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

In responding to the use of any symbols of hate, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

¹ While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

ORS 659.850
ORS 659.852

OAR 581-002-0005
OAR 581-022-2312

OAR 581-022-2370

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

1st Reading

Code: ACB-AR
Adopted:

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.¹

Step 1: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and **immediately** report the incident to the **building or program administrator**.

Step 2: The **administrator or designee** shall acknowledge receipt of the complaint, **reduce the complaint to writing**, and investigate any complaint of a bias incident. **Responding staff** will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm.

The **administrator or designee** must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly.

The **administrator or designee** will **make a decision** within **10** days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal² the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.³

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

³ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

District administration will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.