

## **Agenda**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Early Items
  - a. Celebrate Student Success
  - b. Student Rep Report
  - c. Building Presentation
    1. Brookings-Harbor High School (Presenter Principal DeAnne Varitek)
4. Citizen Input

Information on Public Input policies available at [www.brookings.k12.or.us/board/](http://www.brookings.k12.or.us/board/). Written comments must be received at least 24 hours in advance of meeting date and time. Interested members of the public who wish to speak at the meeting during the public comment time, can RSVP online up until noon on the day of meeting. For in-person meetings, all are welcome to come to the meeting and fill out a "blue card" signifying that they would like to give public comment and give it to the Board Chair at the start of the meeting with no prior reservation or notification needed.
5. Consent Agenda
  - a. Approve Minutes
    1. Draft Minutes October 21 2021 Board Meeting
  - b. Approve Bills
    1. Expenditures Report October 2021
  - c. Approve New Hires
    1. BHSD Hire Recommendation - KSchool PE (C. Whaley)
    2. BHSD Hire Recommendation - Teacher Mentor Program (K. Siri)
  - d. Approve Extra Duty Contracts
    1. Extra Duty Contract Recc - J. Fulton (Track)
6. District Reports and Information
  - a. Comments from the Superintendent
    - Administrative Rule (AR) Updates
    - Student Investment Account (SIA) Spending Update
    - District Legal Representation Update
    - COVID Notifications Update
  - b. District Reports
    1. Kalmiopsis Elementary Report November 2021
    2. Azalea Middle School Report November 2021
    3. Special Programs Report November 2021
    4. Technology Department Report November 2021
    5. Facilities & Maintenance Report November 2021
    6. Transportation Department Report November 2021

7. Food Services Report November 2021
8. Athletics & Activities Report November 2021
- c. Finance Reports
  1. October 2021 Financial Summary
- d. Enrollment Summary
  1. Enrollment Summary November 2021
7. Action Items
  - a. Collective Bargaining Agreement (CBA) Update - Appendices B-1 and B-2
    1. Collective Bargaining Agreement - Classified Staff Salary Schedule Change
  - b. Policy Update First Readings
    - AC – Nondiscrimination
    - GBEA – Workplace Harassment
    - GBN/JBA – Sexual Harassment
    - GBNA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements
    - GBNA/JHFE – Suspected Abuse of a Child Reporting Requirements
    - IB – Freedom of Expression
    - IGBHA – Alternative Education Programs
    - IGBI - Bilingual Education
    - JB – Equal Educational Opportunity
    - JFC – Student Conduct
    - JFCF – [Hazing, ]Harassment, Intimidation, Bullying, [Menacing, ]Cyberbullying, Teen Dating Violence, or Domestic Violence – Student
    - JFCJ – Weapons in Schools
    - JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements
    - JHFF/GBNA – Suspected Sexual Conduct with Students and Reporting Requirements
    - GBA – Equal Employment Opportunity
  - c. Approve 2021 10-Passenger Van Purchase
8. Board Functions and Comments
  - Budget Committee Applications Update
9. Key Dates and Calendar Updates
  - District Leadership Team Meeting Update: Dec. 2 date canceled, looking to January 2022 dates and beyond.
  - Regular School Board, 5:30 p.m, Wednesday, Dec. 15, 2021, Kalmiopsis Elementary School, 650 Easy Street, Brookings, OR.
10. Adjournment

# DRAFT MINUTES

## Brookings-Harbor School District

### Board of Directors

#### October 20, 2021 at 5:30 PM - Regular School Board Meeting (Virtual)

Meeting video available at [https://youtu.be/vKC0oF9\\_pek](https://youtu.be/vKC0oF9_pek)

#### Present:

Alan Nidiffer, Board Chair

Jay Trost, Vice Chair

Katherine Johnson, Board Member

Janell Howard, Board Member

Janece Payne, Board Member

Superintendent David Marshall

Administrative Assistant to the Board Nancy Raskauskas-Coons

Guest Presenters: Nicole Medrano, AMS Principal; Marco Thorson, AMS Vice Principal; Acacia Pringle, Student Rep

Call Meeting to Order Meeting was called to order by Alan Nidiffer at 5:31 p.m.

Azalea Middle School Principal Nicole Medrano and Vice-Principal Marco Thorson presented on current goals, strategies, and news at the middle school. The goals are themed around Reconnect social emotional teaching; Rebuild professional learning communities; and Reimagine engagement, choice and electives. Discussed use of new program, Panorama, in grades 6-12 to reconnect with students and families on social emotional wellbeing, competency, and needs through surveys, and tracking of interventions. A spotlight was given to the investment in new electives at Azalea Middle School such as art and multimedia. Both in-person and online students have the opportunity to take electives.

Discussion: Board members gave thanks and kudos for the creativity with the new elective options, and for identifying strategies that align with district goals and priorities. Board member asked some clarifying questions about the use of Panorama and protection of student data. Board member Katherine Johnson requested a copy of the questions asked in the Panorama surveys. Nicole Medrano and Marco Thorson described how grade level teams work together to track student progress with a “champion” teacher responsible for plan and tracking in Panorama of each student, but everyone in the grade level team PLC can see progress. Discussed hand-off of students from elementary to secondary and how the DESA program used at elementary level compares to Panorama program.

The Student Representative Report was given by Acacia Pringle who shared a look back at Homecoming Week activities that the Leadership Class planned such as dress up days, noise parade, sports competitions, and bonfire. Shared thanks for partners, such as the Boosters, which hosted a no cost barbecue at the Bonfire. Winning Class was the Juniors this year and

they received free Bruin socks as their prize. There is a student volunteer organized Blood Drive coming, as well as a PowerTuff volleyball tournament fundraiser, and possibly a tree-planting project through the National Honor Society student volunteer opportunities.

During Citizen Input Gordon Clay talked about how younger generations have a great capacity for learning in the digital age and problem solving in tandem with digital devices such as cellphones and screens. School districts should prepare and adapt strategies to promote small group learning and future job market skills. He said that what he heard from the presentations earlier in the school board is very hopeful.

Board chair Alan Nidiffer acknowledge that he had received and shared with the board some submitted comments that he felt did not meet the public comments policy, and that he was in contact with the person to discuss options through the district's complaint process and/or adapting comments to meet the public comment policy for inclusion at a future meeting. Board members Janell Howard, Katherine Johnson and Jay Trost all voiced concerns about not including the comment or the general concern of the comment in the public meeting this month. After hearing discussion of the issue and possible issues of privacy and public employee law, Alan Nidiffer said he would continue to work with the individual to bring concern through complaint process and/or to future board meeting.

**A motion was made to approve the Consent Agenda by Board Member Katherine Johnson, and was seconded by Board Member Janece Payne.**

Discussion: Teacher mentoring program. Thank you to Grodin Family for donation of funds for purchasing clothes for needy students. Acknowledgement of Wild Rivers Community Foundation for grant application opportunity.

Vote called:  
Janece: Aye  
Katherine: Aye  
Jay: Aye  
Janell: Aye  
Alan: Aye  
**Passes 4/0**

### **Comments from the Superintendent:**

#### **Division 22**

During "Comments from the Superintendent" Supt. David Marshall presented the compliance status of the Division 22 Standards Report to the Community. Superintendent Marshall noted that the full Division 22 report was included in the board packet and is available online on the district's website.

The areas that the district was out of compliance in 2020-21 include state testing and dyslexia screening and dyslexia staff/teacher training. Superintendent is re-working the district office process to make sure these standards are reviewed more regularly, and expects to be in compliance in these areas in the next report.

#### **SIA and ESSER III**

Superintendent Marshall provided the SIA Annual Report; and other Recent ESSER Updates. Superintendent Marshall shared a report of expenses covered in the first year of Student

Investment Account funding (\$400,000 for years 2020-21) that were used primarily for one-time access, health and safety upgrades. District is currently in the second year of investments (\$1.2 million for years 2021-22) primarily toward staffing investments such as additional electives). Continued input from the community will be needed in terms of priorities for SIA and ESSER 3 funds.

### Community Donation

Supt. David was moved and grateful for a new \$10,000 initial donation to the school district from Mr. Grodin for clothes for students, and said that it makes a powerful combination with other recent donations for coats and shoes to help meet the needs of students. District will work to identify and make sure that we are using supports in a complimentary way to the benefit of the students.

### Discussion:

Board vice chair Jay Trost would like future work to dive into new social emotional and self-efficacy data presented earlier in AMS Building Report to better understand and determine root causes.

Jay Trost would also like follow-up on state law and district policy to ensure that American flag is in every single classroom, and students are given an opportunity to do the Pledge of Allegiance at least once per week throughout the school year. Supt. David Marshall followed up that he did some initial checking and the district and its schools appear to be in compliance, but that following these basic guarantees and flag protocol are important items for him personally as well and he will follow-up.

Jay Trost also suggeste additional BHSD Policies for review, and education of staff due to the political climate of the times, and to help protect staff and the district. These included INB - Studying Controversial Issues, and IIAD-Special Interest Materials.

### **SIA Annual Report Public Comment**

No public comment was received for the special agenda item and public comment time "Student Investment Account Annual Report Public Comments." The public wa invited to submit questions and/or comments about Brookings-Harbor School District's Student Investment Account Annual Report regarding past investments of Student Investment Account funds in the district and your priorities for future funding investments from SIA and other new funding sources. A PDF document of the SIA Annual Report Draft and the comment form was available on the district website on the Student Success Act information page at <https://www.brookings.k12.or.us/apps/pages/ssa>.

The board closed this formal comment period, but directed the district to leave the public comment form open for the remainder of the school year to received additional comments

Discussion: Board Member Katherine Johnson would like to see a summary of what the SIA money has been used for to date shared more broadly with the community. Board Member Janece Payne would like to see the community more involved and suggested emails to local service and social groups and a return to in-person tabling and canvassing as was done for this process before COVID.

Board Chair Alan Nidiffer acknowledged that there were no Action Items on the agenda.

The board discussed Board Functions and Upcoming Dates. The board will extend its budget committee application month-to-month until applications are received for appointment to the board. The board will meet next for a Regular School Board Meeting, 5:30 p.m. Wednesday, Nov. 17, 2021. The board opted to meet hybrid in-person with livestream available after some discussion about pros and cons and of virtual versus in-person and best ways to include public participation.

The board agreed on a possible date for the next District Leadership Team meeting with facilitator Steve Kelley from OSBA. Superintendent David Marshall will move forward with planning for the session tentatively slated for 4:30 p.m. Thursday, Dec. 2. Location TBA.

The Board Recessed to executive session at 7:37 p.m. to conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d)).

The board returned to Regular Session and the meeting was **Adjourned by Alan Nidiffer at 8:10 p.m.**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

<b>4IMPRINT</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126066	GENERAL FUND	ELEMENTARY	SUPPLIES	\$609.40
Total for 4IMPRINT				\$609.40

<b>ADVANCED SECURITY SYSTEMS</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
126067	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$262.50
Total for ADVANCED SECURITY SYSTEMS				\$262.50

<b>AMAZON</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125916	GENERAL FUND	BOARD OF DIRECTORS	SUPPLIES	\$45.58
125916	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	SUPPLIES	\$518.97
125916	GENERAL FUND	ELEMENTARY	SUPPLIES	\$436.49
125916	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$490.45
125916	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$283.69
125916	GENERAL FUND	LIFE SKILLS	SUPPLIES	\$679.21
125916	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$137.27
125916	GENERAL FUND	PSYCHOLOGICAL SERVICES	SUPPLIES	\$96.80
125970	GENERAL FUND	ELEMENTARY	SUPPLIES	\$24.98
125970	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$68.68
125970	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$122.79
125970	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$115.67
125970	GENERAL FUND	NURSE SERVICES	SUPPLIES	\$504.97
125970	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$869.29
126068	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	SUPPLIES	\$191.45
126068	GENERAL FUND	ELEMENTARY	SUPPLIES	\$94.41
126068	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$243.30

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

Check#	FUND	FUNCTION	OBJECT	Amount
<b>AMAZON</b>				
126068	GENERAL FUND	NURSE SERVICES	SUPPLIES	\$83.57
126068	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$354.19
126068	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$491.43
Total for GENERAL FUND				\$5,853.19
<b>ESSER II</b>				
125916	ESSER II	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	\$10,584.00
125970	ESSER II	NURSE SERVICES	SUPPLIES	\$2,144.96
126068	ESSER II	NURSE SERVICES	SUPPLIES	\$2,840.67
Total for ESSER II				\$15,569.63
<b>HIGH SCHOOL SUCCESS - M98</b>				
125970	HIGH SCHOOL SUCCESS - M98	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$235.03
<b>Furniture Fund</b>				
126068	Furniture Fund	MIDDLE/JUNIOR HIGH PROGRAMS	NON CONSUMABLE SUPPLIES	\$272.97
<b>HS Co-Curricular</b>				
126068	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$275.97
<b>FACILITY MAINTENANCE</b>				
125970	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$1,333.27
126068	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$992.55
Total for FACILITY MAINTENANCE				\$2,325.82
<b>HIGH SCHOOL STUDENT BODY</b>				
126068	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$1,706.16
<b>AZALEA STUDENT BODY</b>				
125916	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$50.00
125970	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$813.81
126068	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	(\$124.98)
Total for AZALEA STUDENT BODY				\$738.83
Total for AMAZON				\$26,977.60

**ARMORZONE ATHLETICS**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort:	Remit Name	FUNCTION	OBJECT	Amount
<b>HS Co-Curricular</b>	FUND	FUNCTION	OBJECT	Amount
126069	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$1,093.50
<b>HIGH SCHOOL STUDENT BODY</b>				
125917	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$2,378.00
Total for ARMORZONE ATHLETICS				<u>\$3,471.50</u>
<b>ARNOLD, CHRISTINA A</b>				
<b>GENERAL FUND</b>	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for ARNOLD, CHRISTINA A				<u>\$250.00</u>
<b>BADGER, CYNTHIA D</b>				
<b>GENERAL FUND</b>	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
<b>Nutrition Services</b>				
125971	Nutrition Services	FOOD SERVICES	FOOD	\$27.56
Total for BADGER, CYNTHIA D				<u>\$527.56</u>
<b>BANDON HIGH SCHOOL</b>				
<b>HS Co-Curricular</b>	FUND	FUNCTION	OBJECT	Amount
125972	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$50.00
Total for BANDON HIGH SCHOOL				<u>\$50.00</u>
<b>BARTHULY, CYNTHIA</b>				
<b>GENERAL FUND</b>	FUND	FUNCTION	OBJECT	Amount
126070	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$38.39
Total for BARTHULY, CYNTHIA				<u>\$38.39</u>
<b>BATTLESON, HOLLY A</b>				
<b>GENERAL FUND</b>	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**BLUE STAR GAS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125920	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$1,392.87
126072	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$1,620.79
Total for GENERAL FUND				<u>\$3,013.66</u>
Total for BLUE STAR GAS				<u>\$3,013.66</u>

**BONDE, KARRY E**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125961	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for BONDE, KARRY E				<u>\$250.00</u>

**BROOKINGS ELECTRONIC SERVICE, INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>SCHOOL IMPROVEMENT ACCOUNT (SIA)</b>				
126073	SCHOOL IMPROVEMENT ACCOUNT (SIA)	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$1,536.90
<b>FACILITY MAINTENANCE</b>				
126073	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$1,475.11
Total for BROOKINGS ELECTRONIC SERVICE, INC				<u>\$3,012.01</u>

**C & S FIRE-SAFE SERVICES, LLC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
125921	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$1,314.73
125974	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$2,786.50
Total for FACILITY MAINTENANCE				<u>\$4,101.23</u>
Total for C & S FIRE-SAFE SERVICES, LLC.				<u>\$4,101.23</u>

**CAMBIUM ASSESSMENT, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126074	GENERAL FUND	ELL-ORS	SUPPLIES	\$625.00
Total for CAMBIUM ASSESSMENT, INC.				<u>\$625.00</u>

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**CANON FINANCIAL SERVICES INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125975	GENERAL FUND	ELEMENTARY	RENTALS	\$878.53
125975	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	\$725.51
125975	GENERAL FUND	FISCAL SERVICES	RENTALS	\$448.02
125975	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	\$74.54
125975	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	\$651.48
125975	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$166.61
125975	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	RENTALS	\$572.73
125975	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	REPAIR AND MAINTENANCE	\$168.80
125975	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	\$19.84
125975	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	\$0.00
125975	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	RENTALS	\$14.67
125975	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	REPAIR AND MAINTENANCE	\$0.00
125975	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$269.82
125975	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	\$25.19
Total for GENERAL FUND				\$4,015.74
Total for CANON FINANCIAL SERVICES INC.				\$4,015.74

**CARMACK, DUSTIN T**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for CARMACK, DUSTIN T				\$500.00

**CASCADE HOME CENTER**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125922	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$108.89
125922	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$365.86
125922	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$351.39
125922	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$4.99

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**CASCADE HOME CENTER**

Check#	FUND	FUNCTION	OBJECT	Amount
125976	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$272.04
126075	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$102.33
126075	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$131.08
126075	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$54.47
Total for GENERAL FUND				\$1,391.05

**FACILITY MAINTENANCE**

125922	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$828.13
--------	----------------------	----------------------	----------	----------

Total for CASCADE HOME CENTER \$2,219.18

**CASTLEBERRY, CHRISTINE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00

Total for CASTLEBERRY, CHRISTINE \$500.00

**CDW - GOVERNMENT INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125923	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$340.17
125977	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$985.56

Total for GENERAL FUND \$1,325.73

**ESSER II**

125977	ESSER II	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$6,159.75
125977	ESSER II	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$246.39

Total for ESSER II \$6,406.14

Total for CDW - GOVERNMENT INC \$7,731.87

**CHAPMAN, NICHOLAS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125924	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	\$130.89

Total for CHAPMAN, NICHOLAS \$130.89

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**CHETCO AUTOMOTIVE MARINE & INDUSTRIAL**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125925	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$4.79
126076	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$40.00
Total for GENERAL FUND				\$44.79
<b>FACILITY MAINTENANCE</b>				
125925	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$127.99
Total for CHETCO AUTOMOTIVE MARINE & INDUSTRIAL				\$172.78

**CHRISTENSEN, ANDREA**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for CHRISTENSEN, ANDREA				\$250.00

**CITY OF BROOKINGS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125926	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	\$6,960.76
Total for CITY OF BROOKINGS				\$6,960.76

**CLARK, MANDY E**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for CLARK, MANDY E				\$250.00

**COASTAL HEATING, LLC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
126077	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$438.00
Total for COASTAL HEATING, LLC				\$438.00

**COASTAL PAPER & SUPPLY INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**COASTAL PAPER & SUPPLY INC**

Check#	FUND	FUNCTION	OBJECT	Amount
125927	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$2,327.76
125978	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$1,252.55
126078	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$463.04
Total for GENERAL FUND				\$4,043.35
Total for COASTAL PAPER & SUPPLY INC				\$4,043.35

**CONARY, REBECCA**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Certified</b>				
125979	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$2,701.49
Total for CONARY, REBECCA				\$2,701.49

**CONARY, REBECCA M**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for CONARY, REBECCA M				\$500.00

**COOPER, LORI**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for COOPER, LORI				\$500.00

**CORDIER, ELIZABETH L**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for CORDIER, ELIZABETH L				\$500.00

**COUNTRY MEDIA, INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125980	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	PERIODICALS	\$78.00
Total for COUNTRY MEDIA, INC				\$78.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**COURTNAGE, NICHOLAS S**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Certified</b>				
125981	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$2,701.49
Total for COURTNAE, NICHOLAS S				<u>\$2,701.49</u>

**CREATIVE WORKS COMPANY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				
126079	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$728.00
Total for CREATIVE WORKS COMPANY				<u>\$728.00</u>

**CROUCH, CINDY L**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for CROUCH, CINDY L				<u>\$250.00</u>

**CROWE, PEGGY D**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for CROWE, PEGGY D				<u>\$250.00</u>

**CRYSTAL FRESH BOTTLED WATER INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125928	GENERAL FUND	ALTERNATIVE EDUCATION	SUPPLIES	\$17.00
125928	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$15.40
125928	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$6.60
125928	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$7.00
125928	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$52.00
Total for GENERAL FUND				<u>\$98.00</u>
Total for CRYSTAL FRESH BOTTLED WATER INC				\$98.00

**CTR INC**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort:	Remit Name				
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125929	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE		\$0.00
125929	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE		\$131.00
126080	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE		\$4,194.79
126080	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE		\$813.78
				Total for GENERAL FUND	\$5,139.57
<b>Nutrition Services</b>					
125929	Nutrition Services	FOOD SERVICES	GARBAGE		\$0.00
126080	Nutrition Services	FOOD SERVICES	GARBAGE		\$2,088.82
				Total for Nutrition Services	\$2,088.82
				Total for CTR INC	\$7,228.39
<b>DAILEY, DARRIN</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>Tuition Reimbursement Certified</b>					
125982	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT		\$3,269.93
				Total for DAILEY, DARRIN	\$3,269.93
<b>DEMCO, INC.</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125930	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	SUPPLIES		\$396.46
				Total for DEMCO, INC.	\$396.46
<b>DIETRICH, DANNIELLE</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
				Total for DIETRICH, DANNIELLE	\$500.00
<b>EARL, MOLLY E</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

				Total for EARL, MOLLY E	\$250.00
<b>ENGLISH, JEANNIE E</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
				Total for ENGLISH, JEANNIE E	\$250.00
<b>ESS WEST, LLC</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes		\$1,727.04
0	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	ESS Classified Substitutes		\$164.10
0	GENERAL FUND	ELEMENTARY	ESS Certified Substitutes		\$5,306.14
0	GENERAL FUND	ELEMENTARY	ESS Classified Substitutes		\$521.92
0	GENERAL FUND	ELL-ORS	ESS Certified Substitutes		\$246.80
0	GENERAL FUND	HIGH SCHOOL PROGRAMS	ESS Certified Substitutes		\$3,085.00
0	GENERAL FUND	INTERMEDIATE PROGRAMS	ESS Certified Substitutes		\$493.60
0	GENERAL FUND	LIFE SKILLS	CLASSIFIED SALARIES		\$537.87
0	GENERAL FUND	LIFE SKILLS	ESS Certified Substitutes		\$1,974.39
0	GENERAL FUND	LIFE SKILLS	ESS Classified Substitutes		\$5,261.64
0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	ESS Certified Substitutes		\$8,020.92
0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	ESS Classified Substitutes		\$50.43
0	GENERAL FUND	OFFICE OF THE PRINCIPAL	ESS Classified Substitutes		\$121.01
0	GENERAL FUND	STUDENTS WITH DISABILITIES	ESS Classified Substitutes		\$1,012.74
0	GENERAL FUND	Undesignated	Prepaid Expenses		(\$7,061.93)
				Total for GENERAL FUND	\$21,461.67
<b>Title I-A</b>					
0	Title I-A	TITLE 1A PROGRAM	ESS Classified Substitutes		\$3,358.35
<b>ESSER II</b>					
0	ESSER II	ELEMENTARY	ESS Certified Substitutes		\$740.38
<b>ESSER III</b>					
0	ESSER III	HIGH SCHOOL PROGRAMS	ESS Certified Substitutes		\$246.80

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name				
<b>ESS WEST, LLC</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>YTP GRANT</b>					
0	YTP GRANT	YOUTH TRANSITION PROGRAM	ESS Certified Substitutes		\$123.41
0	YTP GRANT	YOUTH TRANSITION PROGRAM	ESS Classified Substitutes		\$33.62
			Total for YTP GRANT		\$157.03
<b>SCHOOL IMPROVEMENT ACCOUNT (SIA)</b>					
0	SCHOOL IMPROVEMENT ACCOUNT (SIA)	ELEMENTARY	ESS Certified Substitutes		\$493.60
0	SCHOOL IMPROVEMENT ACCOUNT (SIA)	MIDDLE/JUNIOR HIGH PROGRAMS	ESS Certified Substitutes		\$246.80
			Total for SCHOOL IMPROVEMENT ACCOUNT (SIA)		\$740.40
<b>Nutrition Services</b>					
0	Nutrition Services	FOOD SERVICES	ESS Classified Substitutes		\$456.53
		Total for	ESS WEST, LLC		\$27,161.16
<b>FALCHETTA, KAREN</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
		Total for	FALCHETTA, KAREN		\$500.00
<b>FAR WEST LEAGUE</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>HS Co-Curricular</b>					
125983	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES		\$55.00
126081	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES		\$362.10
			Total for HS Co-Curricular		\$417.10
		Total for	FAR WEST LEAGUE		\$417.10
<b>FASTENAL</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
126082	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES		\$164.59
		Total for	FASTENAL		\$164.59
<b>FOERTSCH, MATTHEW</b>					
Check#	FUND	FUNCTION	OBJECT		Amount

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**FOERTSCH, MATTHEW**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Farm to School - ED</b>				
0	Farm to School - ED	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$691.67
0	Farm to School - ED	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$691.66
0	Farm to School - ED	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$691.67
Total for Farm to School - ED				<u>\$2,075.00</u>
Total for FOERTSCH, MATTHEW				<u>\$2,075.00</u>

**FOWLER, MARYJANE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for FOWLER, MARYJANE				<u>\$250.00</u>

**FRANZ FAMILY BAKERIES**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Nutrition Services</b>				
125931	Nutrition Services	FOOD SERVICES	FOOD	\$453.70
126083	Nutrition Services	FOOD SERVICES	FOOD	\$1,117.08
Total for Nutrition Services				<u>\$1,570.78</u>
Total for FRANZ FAMILY BAKERIES				<u>\$1,570.78</u>

**FRED MEYER CUSTOMER CHARGES**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Title I-A</b>				
125932	Title I-A	TITLE 1A PROGRAM	SUPPLIES	\$190.20
Total for FRED MEYER CUSTOMER CHARGES				<u>\$190.20</u>

**FULTON, JASON P**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for FULTON, JASON P				<u>\$500.00</u>

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name				
<b>FULTON, KRISTI J</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for FULTON, KRISTI J					\$500.00
<b>GARRETT HEMANN ROBERTSON PC</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125984	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES		\$117.50
Total for GARRETT HEMANN ROBERTSON PC					\$117.50
<b>GARRISON, SANDRA M</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
Total for GARRISON, SANDRA M					\$250.00
<b>GARVIN, KELLY E</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>Tuition Reimbursement Certified</b>					
125985	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT		\$6,884.81
Total for GARVIN, KELLY E					\$6,884.81
<b>GEAR UP SPORTS</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>HS Co-Curricular</b>					
125986	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES		\$876.74
Total for GEAR UP SPORTS					\$876.74
<b>GOLD BEACH LUMBER</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
126084	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES		\$686.14
Total for GOLD BEACH LUMBER					\$686.14
<b>GP ENERGY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**GP ENERGY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125933	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$1,203.27
126085	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$2,315.38
Total for GENERAL FUND				<u>\$3,518.65</u>
Total for GP ENERGY				<u>\$3,518.65</u>

**GREGORY, KRYSTAL**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Classified</b>				
125987	Tuition Reimbursement Classified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$2,918.96
Total for GREGORY, KRYSTAL				<u>\$2,918.96</u>

**HALL, NANCY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125988	GENERAL FUND	FISCAL SERVICES	TRAVEL	\$390.00
Total for HALL, NANCY				<u>\$390.00</u>

**HAUCK, EMALEE S**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for HAUCK, EMALEE S				<u>\$500.00</u>

**HEDENSKOG, SHEILA M**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for HEDENSKOG, SHEILA M				<u>\$250.00</u>

**HERNANDEZ, FRANK A**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for HERNANDEZ, FRANK A				<u>\$250.00</u>

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**HERNANDEZ, LYNETTE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for HERNANDEZ, LYNETTE				<u>\$250.00</u>

**HI PRO**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				
125989	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$0.00
Total for HI PRO				<u>\$0.00</u>

**HOLLORAN ROUSE, NICOLE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125962	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for HOLLORAN ROUSE, NICOLE				<u>\$250.00</u>

**HOVEN, KENDRA K**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for HOVEN, KENDRA K				<u>\$500.00</u>

**HUNGERFORD LAW FIRM**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125934	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	LEGAL SERVICES	\$604.75
125934	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	PROFESSIONAL AND TECHNICAL SERVICES	\$750.00
126086	GENERAL FUND	STAFF SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$900.00
Total for GENERAL FUND				<u>\$2,254.75</u>
Total for HUNGERFORD LAW FIRM				<u>\$2,254.75</u>

**IBS OF THE REDWOODS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**IBS OF THE REDWOODS**

Check#	FUND	FUNCTION	OBJECT	Amount
125935	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$117.95
Total for IBS OF THE REDWOODS				<u>\$117.95</u>

**ID WHOLESALER**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 0	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$483.68
Total for ID WHOLESALER				<u>\$483.68</u>

**IN-MOTION GRAPHICS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125936	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$375.00
Total for IN-MOTION GRAPHICS				<u>\$375.00</u>

**INDUSTRIAL STEEL & SUPPLY CO**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 126087	GENERAL FUND	HIGH SCHOOL PROGRAMS	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$240.00
126087	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,495.32
Total for GENERAL FUND				<u>\$1,735.32</u>
Total for INDUSTRIAL STEEL & SUPPLY CO				<u>\$1,735.32</u>

**IRON MOUNTAIN NC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125937	GENERAL FUND	FISCAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$256.92
Total for IRON MOUNTAIN NC				<u>\$256.92</u>

**J.W. PEPPER & SON, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125938	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$197.75
126088	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$28.70

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**KLEESPIES, PERRY E**

Check#	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for KLEESPIES, PERRY E				<u>\$500.00</u>

**LAMB, CHRISTINA E**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for LAMB, CHRISTINA E				<u>\$500.00</u>

**LAMINATION DEPOT**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 126090	GENERAL FUND	ELEMENTARY	SUPPLIES	\$383.50
Total for LAMINATION DEPOT				<u>\$383.50</u>

**LANGUAGE LINE SERVICES, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125939	GENERAL FUND	INTERPRETATION AND TRANSLATION	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$125.00
Total for LANGUAGE LINE SERVICES, INC.				<u>\$125.00</u>

**LAWRENCE COMPANY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125940	GENERAL FUND	FISCAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$160.00
Total for LAWRENCE COMPANY				<u>\$160.00</u>

**LEGAT, JENNIFER J**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Certified</b> 125991	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$1,410.78
Total for LEGAT, JENNIFER J				<u>\$1,410.78</u>

**LEIGH, MAUREEN F**

Check#	FUND	FUNCTION	OBJECT	Amount
--------	------	----------	--------	--------

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**LEIGH, MAUREEN F**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for LEIGH, MAUREEN F				<u>\$250.00</u>

**LENHARDT, CHEYENNE M**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125964	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for LENHARDT, CHEYENNE M				<u>\$250.00</u>

**LES SCHWAB TIRE CENTER INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126091	GENERAL FUND	CARE & UPKEEP OF GROUNDS	REPAIR AND MAINTENANCE	\$19.99
126091	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$495.86
Total for GENERAL FUND				\$515.85
<b>FACILITY MAINTENANCE</b>				
125992	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$29.51
Total for LES SCHWAB TIRE CENTER INC				<u>\$545.36</u>

**MATHISON, LUKE T**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for MATHISON, LUKE T				<u>\$500.00</u>

**MCKINLEYVILLE HIGH SCHOOL**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HS Co-Curricular</b>				
125993	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$60.00
Total for MCKINLEYVILLE HIGH SCHOOL				<u>\$60.00</u>

**MCMASTERS, DAVID**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**MCMASTERS, DAVID**

Check#	FUND	FUNCTION	OBJECT	Amount
126092	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$100.00
Total for MCMASTERS, DAVID				\$100.00

**MCVAY, MELANIE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
<b>Tuition Reimbursement Certified</b>				
125994	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$2,881.59
Total for MCVAY, MELANIE				\$3,381.59

**MEDFORD HIGH SCHOOL XC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HS Co-Curricular</b> 125941	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$40.00
Total for MEDFORD HIGH SCHOOL XC				\$40.00

**MILLER PAINT COMPANY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125995	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$2,237.50
<b>HS Co-Curricular</b> 125995	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$2,237.50
Total for MILLER PAINT COMPANY				\$4,475.00

**MISSION LINEN SUPPLY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 125942	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$86.81
125996	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$44.91
126093	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$114.16
Total for GENERAL FUND				\$245.88
Total for MISSION LINEN SUPPLY				\$245.88

**MORIN'S SCREEN PRINT**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: **From Date:** 10/01/2021 **To Date:** 10/31/2021

Report Sort:	Remit Name	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
125997	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$219.50
126094	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$1,168.25
Total for HIGH SCHOOL STUDENT BODY				\$1,387.75
<b>AZALEA STUDENT BODY</b>				
125997	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$536.75
Total for MORIN'S SCREEN PRINT				\$1,924.50
<b>MORRIS, GWEN</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>Title I-A</b>				
125998	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$360.00
Total for MORRIS, GWEN				\$360.00
<b>MOWERY, FRANK</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				
126095	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$240.00
Total for MOWERY, FRANK				\$240.00
<b>NAPA AUTO PARTS</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125943	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$84.11
Total for NAPA AUTO PARTS				\$84.11
<b>NEW HOPE PLUMBING &amp; BUILD</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
125999	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$10,780.00
Total for NEW HOPE PLUMBING & BUILD				\$10,780.00
<b>NOLTE, BRITT C</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name	FUNCTION	OBJECT	Amount
<b>NOLTE, BRITT C</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
125965	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for NOLTE, BRITT C				\$250.00
<b>NORTH BEND MIDDLE SCHOOL</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>Azalea MS Athletics</b>				
126000	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	DUES AND FEES	\$25.00
Total for NORTH BEND MIDDLE SCHOOL				\$25.00
<b>NORTHWEST REGIONAL ESD</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126096	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	DUES AND FEES	\$155.25
Total for NORTHWEST REGIONAL ESD				\$155.25
<b>NORTHWEST TECHNICAL PRODUCTS</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>CARL PERKINS GRANT</b>				
126097	CARL PERKINS GRANT	HIGH SCHOOL PROGRAMS	* OVER \$ 5000 DEPR. TECH	\$6,591.00
Total for NORTHWEST TECHNICAL PRODUCTS				\$6,591.00
<b>NOTEFLIGHT LLC, A HAL LEONARD COMPANY</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL SUCCESS - M98</b>				
126001	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,489.00
Total for NOTEFLIGHT LLC, A HAL LEONARD COMPANY				\$1,489.00
<b>OAK STREET HEALTH CARE CENTER</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126002	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$200.00
Total for OAK STREET HEALTH CARE CENTER				\$200.00
<b>OETC</b>				
Check#	FUND	FUNCTION	OBJECT	Amount

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

OETC	Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>					
	125944	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$51.10
			Total for OETC		<u>\$51.10</u>
<b>OREGON GOVERNMENT ETHICS COMMISSION</b>					
<b>GENERAL FUND</b>					
	126003	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$768.35
			Total for OREGON GOVERNMENT ETHICS COMMISSION		<u>\$768.35</u>
<b>PARCHMENT LLC</b>					
<b>GENERAL FUND</b>					
	126098	GENERAL FUND	GUIDANCE SERVICES	COMPUTER SOFTWARE	\$1,130.00
			Total for PARCHMENT LLC		<u>\$1,130.00</u>
<b>PBISAPPS - EDUCATIONAL &amp; COMMUNITY SUPP</b>					
<b>GENERAL FUND</b>					
	126099	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	\$1,200.00
			Total for PBISAPPS - EDUCATIONAL & COMMUNITY SUPP		<u>\$1,200.00</u>
<b>PEARSON CLINICAL ASST ORDER DEPT</b>					
<b>GENERAL FUND</b>					
	126004	GENERAL FUND	PSYCHOLOGICAL SERVICES	SUPPLIES	\$100.00
			Total for PEARSON CLINICAL ASST ORDER DEPT		<u>\$100.00</u>
<b>PETERS, TINA L</b>					
<b>GENERAL FUND</b>					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
			Total for PETERS, TINA L		<u>\$250.00</u>
<b>PETTY CASH CUSTODIAN 1</b>					
<b>GENERAL FUND</b>					

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**PETTY CASH CUSTODIAN 1**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$500.00
Total for PETTY CASH CUSTODIAN 1				\$500.00

**PITNEY BOWES GLOBAL - LEASING**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125945	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$873.09
Total for PITNEY BOWES GLOBAL - LEASING				\$873.09

**POWERSCHOOL GROUP LLC\_00528**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125946	GENERAL FUND	TECHNOLOGY SERVICES	TRAVEL	\$800.00
126100	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$14,706.28
Total for GENERAL FUND				\$15,506.28
Total for POWERSCHOOL GROUP LLC_00528				\$15,506.28

**PROCARE THERAPY, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125947	GENERAL FUND	PSYCHOLOGICAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$3,320.00
125947	GENERAL FUND	SPEECH PATHOLOGY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$3,280.00
126005	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,920.00
126005	GENERAL FUND	PSYCHOLOGICAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$0.00
126005	GENERAL FUND	SPEECH PATHOLOGY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$0.00
126101	GENERAL FUND	OTHER STUDENT TREATMENT OT/ PT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$8,320.00
126101	GENERAL FUND	PSYCHOLOGICAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$6,640.00
126101	GENERAL FUND	SPEECH PATHOLOGY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$6,560.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

				Total for GENERAL FUND	\$30,040.00
				Total for PROCARE THERAPY, INC.	\$30,040.00
<b>PRUITT, ASHLEY M</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
125966	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00	
				Total for PRUITT, ASHLEY M	\$250.00
<b>PURCHASE POWER</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
126102	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$2,059.91	
				Total for PURCHASE POWER	\$2,059.91
<b>QTEES</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>HIGH SCHOOL STUDENT BODY</b>					
126006	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$2,607.00	
				Total for QTEES	\$2,607.00
<b>QUILL CORPORATION</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
125948	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,080.59	
125948	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$215.98	
125948	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$613.72	
126007	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$185.73	
126007	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$75.78	
126103	GENERAL FUND	ELEMENTARY	SUPPLIES	\$410.82	
126103	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$49.61	
126103	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$24.16	
				Total for GENERAL FUND	\$2,656.39
				Total for QUILL CORPORATION	\$2,656.39

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**RANDY J. GORMAN, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
125949	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$500.00
Total for RANDY J. GORMAN, INC.				\$500.00

**RENAISSANCE LEARNING INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL SUCCESS - M98</b>				
126104	HIGH SCHOOL SUCCESS - M98	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$3,322.50
Total for RENAISSANCE LEARNING INC				\$3,322.50

**ROSE, TRASEE A**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for ROSE, TRASEE A				\$250.00

**RYAN, JOAN L**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for RYAN, JOAN L				\$500.00

**SAIF CORPORATION**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126105	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	WORKERS COMPENSATION	\$1,618.29
<b>Nutrition Services</b>				
126105	Nutrition Services	FOOD SERVICES	WORKERS COMPENSATION	\$1,637.67
Total for SAIF CORPORATION				\$3,255.96

**SAUCERMAN, LAURA**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
Total for SAUCERMAN, LAURA				\$500.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name				
<b>SAUNDERS, ALEXIS N.</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
				Total for SAUNDERS, ALEXIS N.	\$500.00
<b>SAUNDERS, FAITH L</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
				Total for SAUNDERS, FAITH L	\$250.00
<b>SCHOLASTIC MAGAZINES</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
126106	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES		\$93.39
				Total for SCHOLASTIC MAGAZINES	\$93.39
<b>SCHOLASTIC MAGAZINES INC</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125950	GENERAL FUND	ELEMENTARY	PERIODICALS		\$752.68
				Total for SCHOLASTIC MAGAZINES INC	\$752.68
<b>SCHOOL DATEBOOKS, INC.</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>AZALEA STUDENT BODY</b>					
126107	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES		\$1,093.00
				Total for SCHOOL DATEBOOKS, INC.	\$1,093.00
<b>SHAW, MONICA A</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
				Total for SHAW, MONICA A	\$250.00
<b>SHEW, LORINDA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name				
<b>SHEW, LORINDA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
<b>Tuition Reimbursement Certified</b>					
126008	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT		\$1,990.10
Total for SHEW, LORINDA					\$2,490.10
<b>SHIELDS, ALISON</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125967	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for SHIELDS, ALISON					\$500.00
<b>SIRI, KYLA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>Tuition Reimbursement Certified</b>					
126009	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT		\$1,410.78
Total for SIRI, KYLA					\$1,410.78
<b>SLATER, DANIELLE M</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for SLATER, DANIELLE M					\$500.00
<b>SMITH, JILL J</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125968	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
Total for SMITH, JILL J					\$250.00
<b>Snyder, Dwight O</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
Total for Snyder, Dwight O					\$250.00

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name	FUNCTION	OBJECT	Amount
<b>SOBERON, JODY</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Certified</b>				
126010	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$197.61
Total for SOBERON, JODY				\$197.61
<b>SOKOLIK, MEGAN</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125969	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for SOKOLIK, MEGAN				\$250.00
<b>SOUND DISCIPLINE</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>TITLE IIA - INNOVATIVE EDUCATION</b>				
125951	TITLE IIA - INNOVATIVE EDUCATION	INSTR. STAFF DEVELOPMENT	PROFESSIONAL AND TECHNICAL SERVICES	\$26,500.00
Total for SOUND DISCIPLINE				\$26,500.00
<b>ST. MARY'S SCHOOL</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>HS Co-Curricular</b>				
125952	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$500.00
Total for ST. MARY'S SCHOOL				\$500.00
<b>STRAHM, DEVAN</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
125953	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$14,987.00
Total for STRAHM, DEVAN				\$14,987.00
<b>STUMPENHAUS, WADE C</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for STUMPENHAUS, WADE C				\$250.00
<b>SUNRISE DISTRIBUTORS INC</b>				
Check#	FUND	FUNCTION	OBJECT	Amount

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**SUNRISE DISTRIBUTORS INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Nutrition Services</b>				
125954	Nutrition Services	FOOD SERVICES	FOOD	\$1,389.75
126011	Nutrition Services	FOOD SERVICES	FOOD	\$658.65
126108	Nutrition Services	FOOD SERVICES	FOOD	\$2,668.30
Total for Nutrition Services				\$4,716.70
Total for SUNRISE DISTRIBUTORS INC				\$4,716.70

**SUZUKI, DOUG**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HIGH SCHOOL STUDENT BODY</b>				
126109	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$80.00
Total for SUZUKI, DOUG				\$80.00

**SW OREGON FOOTBALL OFFICIALS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Azalea MS Athletics</b>				
126110	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	DUES AND FEES	\$1,167.00
Total for SW OREGON FOOTBALL OFFICIALS				\$1,167.00

**SWOVOA**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>HS Co-Curricular</b>				
126111	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$1,552.00
Total for SWOVOA				\$1,552.00

**SYSCO PORTLAND, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Nutrition Services</b>				
125955	Nutrition Services	FOOD SERVICES	FOOD	\$2,168.05
126012	Nutrition Services	FOOD SERVICES	FOOD	\$4,328.50
126112	Nutrition Services	FOOD SERVICES	FOOD	\$8,903.07
Total for Nutrition Services				\$15,399.62
Total for SYSCO PORTLAND, INC.				\$15,399.62

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**TAMONDONG, COREY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Tuition Reimbursement Certified</b>				
126013	Tuition Reimbursement Certified	INSTRUCTIONAL SERVICES	TUITION REIMBURSEMENT	\$2,626.45
Total for TAMONDONG, COREY				<u>\$2,626.45</u>

**TEACHERS PAY TEACHERS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126014	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$35.49
Total for TEACHERS PAY TEACHERS				<u>\$35.49</u>

**THORSON, MARCO**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
125956	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	\$148.00
Total for THORSON, MARCO				<u>\$148.00</u>

**TOLEDO PHYSICAL EDUCATION SUPPLY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
126113	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$249.46
Total for TOLEDO PHYSICAL EDUCATION SUPPLY				<u>\$249.46</u>

**TRYMMA, VANEK A**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
Total for TRYMMA, VANEK A				<u>\$250.00</u>

**UMPQUA BANK**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	ELEMENTARY	SUPPLIES	\$38.02
0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$598.49
0	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$30.65
0	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$387.50

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

**UMPQUA BANK**

Check#	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	HIGH SCHOOL PROGRAMS	PERIODICALS	\$272.00
0	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,582.09
0	GENERAL FUND	HUMAN RESOURCES	TRAVEL	\$1,583.15
0	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$130.36
0	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	\$2,101.02
0	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	SUPPLIES	\$132.82
0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	\$0.00
0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$691.97
0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$125.91
0	GENERAL FUND	STUDENTS WITH DISABILITIES	TEXTBOOKS	\$1,277.10
0	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$837.98
Total for GENERAL FUND				\$9,789.06
<b>YTP GRANT</b>				
0	YTP GRANT	YOUTH TRANSITION PROGRAM	SUPPLIES	\$122.38
0	YTP GRANT	YOUTH TRANSITION PROGRAM	TRAVEL	\$86.36
Total for YTP GRANT				\$208.74
<b>HIGH SCHOOL SUCCESS - M98</b>				
0	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,344.95
0	HIGH SCHOOL SUCCESS - M98	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$19.96
0	HIGH SCHOOL SUCCESS - M98	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS	\$4,498.00
Total for HIGH SCHOOL SUCCESS - M98				\$5,862.91
<b>STEM ECO</b>				
0	STEM ECO	HIGH SCHOOL PROGRAMS	SUPPLIES	\$83.03
<b>Furniture Fund</b>				
0	Furniture Fund	OFFICE OF THE SUPERINTENDENT	NON CONSUMABLE SUPPLIES	\$711.98
<b>HS Co-Curricular</b>				
0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$297.00
0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$36.79
Total for HS Co-Curricular				\$333.79

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**UMPQUA BANK**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>Azalea MS Athletics</b>				
0	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$202.99
0	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	TRAVEL	\$0.00
Total for Azalea MS Athletics				\$202.99
<b>FACILITY MAINTENANCE</b>				
0	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$1,817.50
<b>HIGH SCHOOL STUDENT BODY</b>				
0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$830.26
0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL PROGRAMS	SUPPLIES	\$461.00
Total for HIGH SCHOOL STUDENT BODY				\$1,291.26
<b>AZALEA STUDENT BODY</b>				
0	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$209.48
<b>Nutrition Services</b>				
0	Nutrition Services	FOOD SERVICES	SUPPLIES	\$84.39
Total for UMPQUA BANK				\$20,595.13

**UMPQUA BANK - LOAN**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	DEBT SERVICE	INTEREST	\$6.64
0	GENERAL FUND	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$732.53
Total for GENERAL FUND				\$739.17
Total for UMPQUA BANK - LOAN				\$739.17

**UMPQUA SHEET METAL, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FACILITY MAINTENANCE</b>				
126114	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$479.00
Total for UMPQUA SHEET METAL, INC.				\$479.00

**US CELLULAR**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort:		Remit Name			
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
125957	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$770.08	
126115	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$748.88	
			Total for GENERAL FUND	\$1,518.96	
<b>E-RATE FUTURE TECHNOLOGY FUNDS</b>					
125957	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	Other Communication Services	\$54.72	
126015	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	Other Communication Services	\$1,824.00	
			Total for E-RATE FUTURE TECHNOLOGY FUNDS	\$1,878.72	
		Total for US CELLULAR		\$3,397.68	
<b>US FOODS</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>Nutrition Services</b>					
125958	Nutrition Services	FOOD SERVICES	FOOD	\$5,343.11	
126016	Nutrition Services	FOOD SERVICES	FOOD	\$4,095.05	
126116	Nutrition Services	FOOD SERVICES	FOOD	\$4,785.17	
			Total for Nutrition Services	\$14,223.33	
		Total for US FOODS		\$14,223.33	
<b>VERNIER</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>HIGH SCHOOL SUCCESS - M98</b>					
126117	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,126.32	
			Total for VERNIER	\$1,126.32	
<b>WALLIN III, LAWRENCE K</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>HS Co-Curricular</b>					
126017	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$130.33	
<b>Azalea MS Athletics</b>					
126017	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	TRAVEL	\$12.10	
			Total for WALLIN III, LAWRENCE K	\$142.43	

**WALLIN, TERI A**

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort:	Remit Name				
Check#	FUND	FUNCTION		OBJECT	Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated		Payroll Deductions and Withholdings	\$500.00
					<hr/>
			Total for	WALLIN, TERI A	\$500.00
<b>WALTON SOBERON, JODY L</b>					
Check#	FUND	FUNCTION		OBJECT	Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated		Payroll Deductions and Withholdings	\$500.00
					<hr/>
			Total for	WALTON SOBERON, JODY L	\$500.00
<b>WARREN, HEIDI</b>					
Check#	FUND	FUNCTION		OBJECT	Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated		Payroll Deductions and Withholdings	\$500.00
					<hr/>
			Total for	WARREN, HEIDI	\$500.00
<b>WESEL, DUSTIN</b>					
Check#	FUND	FUNCTION		OBJECT	Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated		Payroll Deductions and Withholdings	\$250.00
					<hr/>
			Total for	WESEL, DUSTIN	\$250.00
<b>WEST COAST EMPIRE HOMES</b>					
Check#	FUND	FUNCTION		OBJECT	Amount
<b>SCHOOL IMPROVEMENT ACCOUNT (SIA)</b>					
126118	SCHOOL IMPROVEMENT ACCOUNT (SIA)	MAINTENANCE SERVICES		* OVER \$5000 BUILDING ACQUISITION	\$7,035.00
					<hr/>
			Total for	WEST COAST EMPIRE HOMES	\$7,035.00
<b>WESTERN BUS SALES INC</b>					
Check#	FUND	FUNCTION		OBJECT	Amount
<b>GENERAL FUND</b>					
126018	GENERAL FUND	STUDENT TRANSPORTATION SERVICES		SUPPLIES	\$69.81
126119	GENERAL FUND	STUDENT TRANSPORTATION SERVICES		SUPPLIES	\$204.42
					<hr/>
			Total for	GENERAL FUND	\$274.23
			Total for	WESTERN BUS SALES INC	\$274.23

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort:	Remit Name				
<b>WESTOVER, LISA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for WESTOVER, LISA					\$500.00
<b>WIDDOWS, DIANA</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for WIDDOWS, DIANA					\$500.00
<b>WINCHESTER, BRYAN</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
125959	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH		\$90.00
Total for WINCHESTER, BRYAN					\$90.00
<b>YOCKEY, ALEXIS R</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$500.00
Total for YOCKEY, ALEXIS R					\$500.00
<b>YREKA HIGH SCHOOL BASKETBALL</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>HS Co-Curricular</b>					
126120	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES		\$1,100.00
Total for YREKA HIGH SCHOOL BASKETBALL					\$1,100.00
<b>ZIPLY FIBER</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
126121	GENERAL FUND	CARE & UPKEEP OF GROUNDS	TELEPHONE		\$82.59
126121	GENERAL FUND	FISCAL SERVICES	TELEPHONE		\$196.52
126121	GENERAL FUND	MAINTENANCE SERVICES	TELEPHONE		\$81.62

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria: From Date: 10/01/2021 To Date: 10/31/2021

Report Sort: Remit Name

**ZIPLY FIBER**

Check#	FUND	FUNCTION	OBJECT	Amount
126121	GENERAL FUND	OFFICE OF THE PRINCIPAL	TELEPHONE	\$1,737.09
126121	GENERAL FUND	SPECIAL EDUCATION DIRECTOR	TELEPHONE	\$163.25
126121	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TELEPHONE	\$164.21
126121	GENERAL FUND	TECHNOLOGY DIRECTOR	TELEPHONE	\$163.25
Total for GENERAL FUND				\$2,588.53
<b>Nutrition Services</b>				
126121	Nutrition Services	FOOD SERVICES	TELEPHONE	\$164.21
Total for ZIPLY FIBER				\$2,752.74

**ZORO**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>ESSER II</b>				
125960	ESSER II	MAINTENANCE SERVICES	NON CONSUMABLE SUPPLIES	\$4,398.48
Total for ZORO				\$4,398.48

**Brookings-Harbor School Dist. 17C**

**Expenditure Summary Report**

Fiscal Year: 2021-2022

Criteria:

From Date: 10/01/2021

To Date: 10/31/2021

Report Sort: Remit Name

Grand Total: \$401,059.44

**Recap for FUND for remit name**

100	GENERAL FUND	\$168,192.07
202	Title I-A	\$3,908.55
203	TITLE IIA - INNOVATIVE EDUCATI	\$26,500.00
210	CARL PERKINS GRANT	\$6,591.00
214	ESSER II	\$27,114.63
215	E-RATE FUTURE TECHNOLOGY F	\$1,878.72
216	ESSER III	\$246.80
221	YTP GRANT	\$365.77
251	SCHOOL IMPROVEMENT ACCOU	\$16,644.09
252	HIGH SCHOOL SUCCESS - M98	\$12,035.76
255	STEM ECO	\$83.03
270	Tuition Reimbursement Certified	\$26,075.03
271	Tuition Reimbursement Classified	\$5,000.00
272	Furniture Fund	\$984.95
274	HS Co-Curricular	\$8,666.93
275	Azalea MS Athletics	\$1,421.98
280	Farm to School - ED	\$2,075.00
285	FACILITY MAINTENANCE	\$39,649.29
291	HIGH SCHOOL STUDENT BODY	\$10,678.17
292	AZALEA STUDENT BODY	\$2,578.06
299	Nutrition Services	\$40,369.61

**End of Report**



**Administration Office**

**District**

629 Easy Street  
 Brookings, OR 97415  
 541 469-7443  
 Fax 541 469-6599  
[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

**Memo**

Date: 10/21/2021  
 To: David Marshall  
 From: Carol Leonard and Nick Chapman  
 Cc:   
 Re: Brookings Harbor Hire Recommendation- Certified 

Name:	Christa Whaley
Current City/State:	Brookings Oregon
Certified Position:	PE Teacher Kalmiopsis Elementary School (TEMP)
Education:	BA - Family Sciences; MA Elementary Teaching
Most recent employment:	Substitute Teacher BHSD 17-C
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Christa joins the Kalmiopsis team with a wealth of experience substituting and teaching in various grade levels. We are excited for her to join us and develop a PE program for Kalmiopsis.




**District Administration Office**

629 Easy Street  
Brookings, OR 97415  
541 469-7443  
Fax 541 469-6599  
www.brookings.k12.or.us

## Memo

Date: 9/22/21  
To: David Marshall, Superintendent  
From: Carol Leonard   
Cc: Grace Ramirez, HR Coordinator  
Dede Corpening, Business Manager  
Re: Brookings Harbor Hire Recommendation



Name:	Kyla Siri 
Teaching Assignment:	RTI/ District Coach
School:	Kalmiopsis Elementary
# Years of Teaching:	
Assigned Mentee:	April Thorson

## 21-22 BHSD Hire Recommendations Extra Duty Contracts

Sch.	Position	Title	21/22 NAME
BHHS	Track	Head Coach	Jason Fulton
For November 2021 Regular School Board Meeting			

# Brookings-Harbor School District 17C

Code: JHFF/GBNAA-AR  
Revised/Reviewed: 4/15/20  
Orig. Code(s): JHFF-AR

## Suspected Sexual Conduct Report Procedures and Form

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed<sup>1</sup> through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the district employees<sup>{2}</sup> designated for the respective in each school building designated to receive reports of suspected sexual conduct and the procedures the designee(s) will follow upon receipt of the report.

When a designated licensed administrator<sup>3</sup> receives a report of suspected sexual conduct that may have been committed by a commission licensee<sup>4</sup>, the designee shall notify Teacher Standards and Practices Commission (TSPC). The designee shall notify the Oregon Department of Education (ODE) if the administrator receives a report of suspected sexual conduct that may have been committed by a school employee, contractor, agent or volunteer that is not a commission licensee.

If the superintendent is the alleged perpetrator the report shall be submitted to a building principal who shall refer the report to the Board chair.

The district will investigate all reports of suspected sexual conduct, unless otherwise requested by TSPC or ODE as appropriate.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative

---

<sup>1</sup> “License” includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

<sup>2</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building, in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>3</sup> A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>4</sup> “Commission licensee,” as is defined in ORS 342.120 (as amended by HB 2136 (2021)), means a person whom the TSPC has authority to investigate or discipline because the person is enrolled in an approved educator preparation program, is an applicant for a TSPC license or registration, holds a license or registration issued by TSPC, or has held a license or registration issued by the TSPC at any time during the previous five years.

leave<sup>5</sup> and take necessary actions to ensure the student’s safety. The employee shall remain on leave until TSPC<sup>6</sup> or ODE<sup>7</sup> determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor<sup>{8}</sup>, an agent or a volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services.]. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE, as appropriate, that the report is unsubstantiated.].

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

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

[An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. 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.].

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend theirthe investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.].

---

<sup>5</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>6</sup> TSPC investigates reports on commission licensees.

<sup>7</sup> ODE investigates reports on persons who are not commission licensees.

<sup>8</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.].

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

### **Training**

The district shall provide information and training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
4. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
5. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

**Brookings Harbor School District**  
**564 Fern Ave. Brookings, Or 97415**  
**541-469-7443**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

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

Description of suspected sexual conduct: \_\_\_\_\_

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

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

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

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

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

**Brookings Harbor School District  
564 Fern Ave. Brookings, Or 97415  
541-469-7443**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

# Brookings-Harbor School District 17C

Code: JHFE/GBNAB-AR(1)

Adopted:

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.

If known, the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that 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.

If the superintendent is the alleged abuser the report shall be submitted to the [insert {<sup>3</sup>} licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; 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; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report;

---

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

date and time that the report was made; and name of district administrator 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 designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not be violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>{5}</sup>, agent or volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services.] [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>6</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.]

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.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for

---

<sup>4</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>5</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

<sup>6</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

**P  
R  
O  
P  
O  
S  
E  
D**

## Definitions

1. Oregon law recognizes these and other 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 or is under 21 years of age and residing in or receiving care or services at a child-caring agency.
3. [A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.]

## 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.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

## 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 up to and including dismissal.

## 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. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. [When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form.] 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.

P  
If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

- R  
O  
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 or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
- P  
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.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

S  
E  
D

# Brookings-Harbor School District 17C

Code: GBNAB/JHFE-AR(1)

Adopted:

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.

If known, the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that 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.

If the superintendent is the alleged abuser the report shall be submitted to the [insert {<sup>3</sup>} licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; 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; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report;

---

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

date and time that the report was made; and name of district administrator 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 designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not be violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>{5}</sup>, agent or volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services.] [The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>6</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.]

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.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The

---

<sup>4</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>5</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

<sup>6</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

**P  
R  
O  
P  
O  
S  
E  
D**

## Definitions

1. Oregon law recognizes these and other 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 or is under 21 years of age and residing in or receiving care or services at a child-caring agency.
3. [A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.]

## 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.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

## 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 up to and including dismissal.

## 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. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. [When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form.] 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.

P  
If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

- R  
O  
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 or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee 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.

P  
Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

S  
E  
D

# Brookings-Harbor School District 17C

Code: GBNAA/JHFF-AR  
Revised/Reviewed: 4/15/20  
Orig. Code(s): JHFF-AR

## Suspected Sexual Conduct Report Procedures and Form

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed<sup>1</sup> through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the district employees<sup>{2}</sup> designated for the respective in each school building designated to receive reports of suspected sexual conduct and the procedures the designee(s) will follow upon receipt of the report.

When a designated licensed administrator<sup>3</sup> receives a report of suspected sexual conduct that may have been committed by a commission licensee<sup>4</sup>, the designee shall notify Teacher Standards and Practices Commission (TSPC). The designee shall notify the Oregon Department of Education (ODE) if the administrator receives a report of suspected sexual conduct that may have been committed by a school employee, contractor, agent or volunteer that is not a commission licensee.

If the superintendent is the alleged perpetrator the report shall be submitted to a building principal who shall refer the report to the Board chair.

The district will investigate all reports of suspected sexual conduct, unless otherwise requested by TSPC or ODE as appropriate.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative

<sup>1</sup> “License” includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

<sup>2</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building, in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>3</sup> A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>4</sup> “Commission licensee,” as is defined in ORS 342.120 (as amended by HB 2136 (2021)), means a person whom the TSPC has authority to investigate or discipline because the person is enrolled in an approved educator preparation program, is an applicant for a TSPC license or registration, holds a license or registration issued by TSPC, or has held a license or registration issued by the TSPC at any time during the previous five years.

leave<sup>5</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC<sup>6</sup> or ODE<sup>7</sup> determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor<sup>{8}</sup>, an agent or a volunteer, the district [may] [shall] prohibit the contractor, agent or volunteer from providing services to the district. [If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services.]. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE, as appropriate, that the report is unsubstantiated.].

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

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

[An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. 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.].

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend ~~their~~the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

[A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.].

---

<sup>5</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>6</sup> TSPC investigates reports on commission licensees.

<sup>7</sup> ODE investigates reports on persons who are not commission licensees.

<sup>8</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. [The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.] [The employee may appeal the employment action taken through an appeal process administered by a neutral third party.]

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

### **Training**

The district shall provide information and training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
4. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
5. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

**Brookings Harbor School District  
564 Fern Ave. Brookings, Or 97415  
541-469-7443**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

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

Description of suspected sexual conduct: \_\_\_\_\_

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

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

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

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

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

**Brookings Harbor School District  
564 Fern Ave. Brookings, Or 97415  
541-469-7443**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

# Brookings-Harbor School District 17C

Code: AC-AR  
Adopted: 10/22/03  
Revised/Reviewed: 3/04/10; 10/16/13; 11/18/15;  
3/07/18; 11/20/19

## Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: [1] Complaints may be oral or in writing and must be filed with the [principal]. Any staff member that receives an oral or written complaint shall report the complaint to the [principal].

The [principal] shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within [10] school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the [principal], the complainant may submit a written appeal to the superintendent [or designee] within [five] school days after receipt of the principal's response to the complaint.

The superintendent [or designee] shall review the principal's decision within [five] school days and may meet with all parties involved. The superintendent [or designee] will review the merits of the complaint and the principal's decision. The superintendent [or designee] will respond, in writing to the complainant, within [10] school days, to the complaint.

Step 3: If the complainant 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's [or designee's] response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. 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] [a 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 or electronic form within [10] school days of this meeting.

---

<sup>1</sup> [For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)]

If the [principal] is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent [or designee].

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. [The Board may refer the investigation to a third party].

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the [district counsel] [Board vice chair].

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district[,] [or], 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 initialing filing of the complaint, may appeal<sup>2</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR)581-002-0001 – 581-002-0023.

### **Charter Schools of which the District Board is a Sponsor**

[The district Board, [through its charter agreement with [name of charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). A complainant may appeal will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

OR

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board's final decision. A final

---

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

decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

## Discrimination Complaint Form

\_\_\_\_\_  
Name of Person Filing Complaint                      Date                      School or Activity

Student/Parent                        Employee                        Job applicant                        Other  \_\_\_\_\_

Type of discrimination:                       Race                       Color                       Religion

Sex                       National or ethnic origin

Gender identity

Mental or physical disability

Marital status

Status                       Age                       Sexual orientation                       Familial status

Economic status                       Veterans' status

Age

Sexual orientation

Pregnancy

Discriminatory use of a Native American mascot                       Other \_\_\_\_\_

Specific complaint: (Please (please provide detailed information including names, dates, places, activities and results of the informal discussion.) \_\_\_\_\_):

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the [principal].

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon

Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

# Brookings-Harbor School District 17C

Code: GBN/JBA-AR(2)

Adopted: 10/21/20

Revised/Readopted: 11/17/21

Orig. Code: GBN/JBA-AR(2)

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

### Additional Definitions

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

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

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

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

### Formal Complaint Procedures

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

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

---

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

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

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

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

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

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

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

### **Investigation**

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

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>7</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>8</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>9</sup> Prior to

---

<sup>6</sup> Parties include the complainant and the respondent, if known.

<sup>7</sup> The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

<sup>8</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

<sup>9</sup> This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;

8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>10</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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

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

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

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

3-7

### **Determination of Responsibility**

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

The standard to be used for formal complaints in determining whether a violation has occurred is the ~~clear and convincing evidence~~ **preponderance of the evidence** standard.

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

1. Identification of the allegations potentially constituting sexual harassment;

---

<sup>10</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

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

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

## **Remedies**

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

The disciplinary sanctions<sup>11</sup> may include:

1. Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.<sup>12</sup>

Other remedies may include:

1. Educational programming.

## **Dismissal of a Formal Complaint**

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

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>13</sup>; or
3. Did not occur against a person in the United States.

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

---

<sup>11</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

<sup>12</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be "non-disciplinary" and "non-punitive."

<sup>13</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. (Title 34 C.F.R. §106.44(a))

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

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

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

### **Consolidation of Complaints**

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

### **Informal Resolution**

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

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

### **Appeals**

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

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

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

### **Timelines**

The district will complete the following portions of the grievance process within the specified timelines:

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

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>14</sup> with written notice to the parties.

### **Records**

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>15</sup>

### **Training**

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

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

---

<sup>14</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>15</sup> This includes creating a record for each investigation. This record must include:

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

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

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

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

# Kalmiopsis Elementary

---

November Board Report  
Kalmiopsis Elementary School

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal is to improve student achievement.

Kalmiopsis School Improvement Goal-ODE Guiding Principles: Ensure Safety and Wellness

We have our data from the DESSA and we have started our Social Emotional Groups are up and running. Grades K-2 have a much higher need for support in self management and social awareness skills. Grades 3-5 are working on relationship skills and personal responsibility.

Our first Diagnostic for iReady math showed 8% of our students who were tested are at grade level. 53% are one grade level below and 39% are at least 2 grade levels behind. Our Acadience Reading test showed that our students across the grade levels are below what we normally see. In our last 20% meetings however, most all students have shown growth. Our RTI staff are working diligently to improve reading progress and both 1st and 2nd grade students are participating in a walk to read as well.

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal is to improve student achievement.

Kalmiopsis School Improvement Goal- ODE Guiding Principles: Cultivate connection and relationship

Our staff is working on the building blocks to begin effective class meetings in all classrooms. We have completed expectations, routines, meaningful work (jobs), and will continue to work on the foundational skills then move into the eight essential skills for class meetings with the goal to have class meetings in all classrooms by the end of November. We are continuing our work on sound discipline and connecting with families.

We have held our first Tier 3 intervention session where we look at one student's challenging behavior and dig down to the roots of the issue and set up a plan moving forward. We have started our teachers helping teachers sessions once a month. This is a time where teachers meet with sound discipline coaches and problem solve situations they are seeing with their students. We are going to hold our 3rd positive discipline meeting for classified staff this month. The skills and strategies that we all are engaged in will cultivate relationships and connections with our students.

BHSD Board Statement: Recruiting, developing, and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff.

BHSD District's goal is to recruit and retain highly qualified employees.

Kalmiopsis Elementary School Improvement Goal: Provide ongoing professional development to staff.

We are still engaged in positive discipline and data teams. I have asked that we have staff trained in a reading program and our mentors have started their work with our new staff. We are also trying to creatively find ways for staff to observe their peers and give feedback.

Our leadership team continues to meet and discuss what they are seeing as a need for support across the school setting. We are also engaging in, over the next few staff meetings, some social emotional support for staff.

We appreciate your continued support as we serve our students and families.

Thank you,  
Carol Leonard, Principal  
Nick Chapman, Assistant Principal

# Azalea Middle School

**We establish a safe and supportive environment where we collaboratively develop confident, life-long learners, and critical thinkers by promoting quality habits, values, skills, and knowledge for their future endeavors.**

---

## **November Board Report**

Azalea Middle School

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

AMS School Improvement Goal-Increase students' academic skills in reading, writing, and mathematics.

The students' completed their i-Ready assessments this fall.

We had the following results:

Reading-58% At Risk, 21% Tier 2, 21% Tier 1

Math -69% At Risk, 23% Tier 2, 9% Tier 1

After reviewing the data we have some interesting takeaways- 1.) student's stamina is low, 2.) we need to rebuild confidence, and 3.) we need to reexamine our power standards to strategically focus our lessons. During our PLC time, teachers will focus on the 4 key questions of learning. These questions will help inform our lesson plans/activities to support the acceleration of learning.

BHSD Board Statement: Intentionally build meaningful relationships with students, staff, families, and community with trust and respect to create a positive culture to invest in every student's future.

AMS School Improvement Goal-Increase students' social-emotional health

At this time, we are into week 9 of our character strong lessons. These lessons help develop social-emotional awareness and health. All students participate weekly in our Bruin Pride class. In addition, teams have started to pilot our intervention system with various students. At this time, we have roughly 9-10 students on individual Tier 2 and Tier 3 plans. These plans allow us to target specific areas of need in SEL and/or academics. The highest need from our students is a sense of belonging. To support this area the school is holding class meetings, greeting students at the door, asking questions about outside of school interests, acknowledging students that were absent, making positive connections, and being available for students before and after school.

BHSD Board Statement: Recruiting, developing, and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff.

AMS School Improvement Goal: Provide ongoing professional development in PLCs and MTSS

Professional development is a priority at AMS. We want to provide tools to support our teachers as the classroom is ever-changing. Our last PLC training was focused on educator agency- collective efficacy and teacher efficacy.

According to Hattie's research collective efficacy has the highest impact on student learning. Thus our team is centering our efforts on our thoughts and beliefs around positive change within our classrooms. In addition, we took time to reflect on controllable variables and uncontrollable variables. This will allow our meetings to be spent on what we can control to improve students learning. This is hard work; however, the benefits will provide us with the results we are looking for. Our building is committed to continuing to learn about the PLC process, data analysis, and instructional improvements.

Thank you for your continued support as we serve our students and families.

Respectfully,

Nicole Medrano, Principal

Marco Thorson, Assistant Principal

## Student Services Office

---

### October Board Report

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal: To improve student achievement.

Student Services Goal: Health and Safety of students, staff and community.

-The nursing team continues to focus on the ongoing work of the *2021-22 Safe Return to In-Person Instruction and Continuity of Services Plan* link: <https://www.brookings.k12.or.us/apps/pages/21-22-safety-plan>  
The nursing and district communication staff are continuing the positive message campaign aligned with COVID-19 mitigating measures. The current campaign focuses on physical distancing. The team will be pausing for a few weeks and focus on general health with information on flu shot clinics in the coming weeks. The nursing team and buildings will also support dental screenings in all three buildings during November. Mental Health work with BHSD and U of O. is to start in January. The focus will be on suicide prevention in our region. Additionally, BHSD has staff attending the suicide prevention Question, Persuade, Refer (QPR) train the trainer session happening in early December.

BHSD Board Statement: Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

BHSD District Goal: To improve student achievement.

Student Services Goal: Teaching and Learning through Regrowth, Perseverance, and Resilience.

-The special education staff in all buildings participated fully in a regional need's assessment with the Oregon Department of Education. The focus was on special education on the south coast. Findings included asks for technology for students and staff along with training in this area. Professional development on inclusive practices was a similar interest of the teachers across the programs. The ODE liaison asked if one of our programs would like to present on our *Bowser Bites Program* at the state's fall special education conference in 2022 and ODE asked a few of our staff if they would like to co-present on accommodations/modification needs for students.

-BHSD Board Statement: Recruiting, developing, and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff.

BHSD District's goal is to recruit and retain highly qualified employees.

Student Services Goal: Provide ongoing professional development to staff.

-The special education department has continued to learn from *Goal Book* this year, which is an online resource to support the writing of Individualized Education Plans. Additionally, the team has monthly meetings that focus on a review special education policy. One tool used for this training is the *Hungerford Law* mini trainings, which relate specifically to questions the teachers are asking.

-Additionally, families in the English Language program are invited to a virtual parent café in November. The topic is related to COVID-19 and vaccinations. Our EL specialist is continuing to participate in professional development aligned to the EL program.

-The district recently hired an Indian Education Coordinator who is working to get to know students and families.

The Student Services Office appreciates the continued support of our board and community as we work together to serve our students and families.

Thank you, Cynthia Barthuly, Special Programs Director



## Technology Department

629 Easy Street  
Brookings, OR 97415

541 469-7443

Fax 541 469-6599

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

---

### *November 2021 Board Report*

Since our last board report, our department has fielded 200 new IT tickets. That is down from previous months and more in line with a typical month for our department. The hectic pace that accompanies the start of the school year has stabilized and our systems and processes appear to be working, helping to keep things running smoothly.

We have experienced some issues with our bell systems in each school. One of the primary issues is that we don't have granular control over each speaker around the district. Instead, the speakers are controlled as a group. We are working with our vendor to find a solution to getting the volume turned up in the hallways and turned down in the classrooms so that students can hear announcements during passing periods and teachers won't be deafened by those same announcements in their classrooms.

With the end of the first quarter comes the storing of grades and printing of report cards. Each building has become very good at handling this process on their own and it went fairly smoothly this quarter. We have created one additional report card for our online students grades K-5 since the report card process is different at the K-School for their standards-based report cards.

In other PowerSchool news, we are working with our SIS specialist (Blythe Wardwell) to schedule regular trainings for our building staff based on their needs. Additionally, Blythe and I will both be attending PowerSchool University in December. The great thing is that we'll be able to attend online this year instead of having to travel to Anaheim or Orlando or Chicago at much greater cost.



## Maintenance Department

750 Fern Avenue  
Brookings, OR 97415

541 469-7131

Fax 541 469-6599

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

*To: Brookings Harbor 17C School Board*

*Re: Maintenance Report November 9<sup>th</sup>, 2021*

We are scheduled to have our Safety Meeting November 10<sup>th</sup>

Heat index training for custodians, grounds and maintenance is scheduled for November 17<sup>th</sup>

Rich Roberts is scheduled to survey the easement off of Pioneer. Once surveyed we will clean up and get rid of the junk that is on our property and the access road

The new storage container has been delivered to Kalmiopsis

Quality Fence is scheduled to install new bus path gate at Kalmiopsis over Christmas break

Brookings Glass is scheduled to replace windows that have failed in front of the High School along with Azalea cafeteria hallway

Fall sports have ended and winter sports will start on the 15<sup>th</sup>. We will be making sure that all gyms are ready for spectators and to host games

Still working with plumber to get bottle fill stations installed around the District

Starting installing new window blinds throughout Azalea

Installing mirrors in new bathrooms at the High School





## Transportation Office

629 Easy Street  
Brookings, OR 97415

**541 469-2666**

Fax 541 469-2098

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

---

## BOARD REPORT

Nov. 2021

It is definitely great to be back at work. Thank you for all the encouraging words and prayers from so many of you. I especially want to thank Bryan Winchester for helping out while I was gone.

The elimination of 3 routes, 2 regular and 1 special needs, proved to be a real challenge for everyone in the district. But with a lot of hard work and everyone that pitched in to help, we came up with a workable solution.

We are still working to add field and athletic trips, as before, and should be better equipped to offer them after the 1<sup>st</sup> of the year.

Thanks,  
Allen Walz  
Transportation Director



## Brookings-Harbor School District

629 Easy St.

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

# November 2021 Board Report Food Services

At the end of October we had 352 students enrolled at Azalea. Of the 352 there were 112 students eligible for free and just 3 eligible for reduced. For BHHS there were 487 students enrolled, and of those 165 students are eligible for free meals and 12 for reduced. At Kalmiopsis Elementary there were 595 students enrolled, and of those students 203 are eligible for free meals and 8 for reduced.

In October we did 11,852 breakfasts and 13,230 lunches. In all three schools we have seen quite the jump in students taking second servings.

Soon we will be having new items on the middle school and high school menus. We also started making our own BBQ sauce, Nacho sauce, and hopefully soon coffee cakes.

Please continue to contact me with any questions or concerns.

Cindy Badger  
Brookings-Harbor School District  
Food Service Director  
(541)469-2108 ex 8  
fax# (541) 412-1533

*Cindy Badger, Food Service Director*



## Brookings-Harbor School District

629 Easy Street  
Brookings, OR 97415  
541 469-7443  
Fax 541 469-6599  
[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

# Athletics & Activities

## November Board Report

Fall sports have come to a fun and exciting conclusion. All programs were able to complete their schedules. Despite the constant changes, cancelations, and frustrations, the resiliency of our programs was astounding. We were very fortunate to be one of the few districts in our region to not have to quarantine an entire team at any point during a season. This is a true testament to the commitment our coaches, students, faculty, and parents made to keeping our students healthy and able to participate.

HS football and Volleyball were able to complete seasons in which they had many obstacles along the way. Whether it be transportation, schedule changes, or lack of numbers, these two programs showed up everyday ready to work hard and grow. We look forward to many great things to come for these two programs as they are both doing a great job of working to develop strong feeder programs from within. Azalea also completed football and volleyball seasons that dealt with very similar hurdles and they thrived during these trying times. Turnouts for these teams were great and the coaching staffs were committed to growing these athletes and preparing them for HS.

Both Girls and Boys Soccer programs were able to make the OSAA State Playoffs with the boys even being able to compete in the quarter finals. Both programs' seasons were constantly plagued with changes, cancelations, injuries and transportation struggles. They continued to overcome these adversities and work with our department to be able to find other contests to not only replace the lost ones, but also push them to be even more prepared for playoffs. These programs shine for our school and continue to provide exciting opportunities for students to participate in soccer.

Other programs such as robotics, band, and cheerleading are going strong for the year and have had a few different performances and will continue to do so throughout the next several months. These seasons are significantly longer so they have tons of time to continue to grow and gell within.

Winter sports are right around the corner and are sure to be just as exciting as fall. Basketball and wrestling will dominate the schedules and will provide lots of opportunities for people to come support the Bruins. Events for MS will begin this week, and the HS shortly after.

GO BRUINS!

*Keith Wallin, Athletics & Activities Director*

BROOKINGS HARBOR SCHOOL DISTRICT 17C  
Revenue and Expenditure Summary/Projection (Unaudited)  
Fiscal Year 2021-2022

10/31/2021	1st Quarter Actual YTD	1st Quarter % of Budget	Last Year % of Budget	Actual October	2nd Quarter Projected YTD	2nd Quarter % of Budget	Last Year % of Budget	3rd Quarter Projected YTD	3rd Quarter % of Budget	Last Year % of Budget	4th Quarter Projected YTD	4th Quarter as % of Budget	Last Year % of Budget	Projected YTD Total	2021-22 Budget	Projected YTD as % of Budget
<b>REVENUES</b>																
*Property Taxes	31,571	0.5%	0.4%	22,820	5,641,608	91.8%	91.8%	419,517	98.6%	98.6%	320,433	103.8%	102.9%	6,413,130	6,180,000	103.8%
Other Local	4,661	2.0%	7.6%	20,913	61,381	28.5%	30.1%	12,314	33.9%	35.4%	106,660	79.9%	40.4%	185,017	231,469	79.9%
*Intermediate Sources (Cnty Sch Fund)	139,285	102.4%	104.7%	0	0	102.4%	104.7%	0	102.4%	104.7%	0	102.4%	104.7%	139,285	136,000	102.4%
ESD Flow-Thru	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0.0%	0.0%	515,644	100.0%	84.4%	515,644	515,644	100.0%
*State School Fund	2,797,264	33.6%	33.1%	699,106	2,097,318	58.7%	57.9%	2,067,893	83.5%	82.6%	1,378,595	100.1%	99.8%	8,341,070	8,335,420	100.1%
*State Sres (St Timber, Common Sch Fund)	0	0.0%	0.0%	0	0	0.0%	0.0%	73,529	50.0%	44.8%	65,883	94.8%	89.6%	139,412	147,058	94.8%
*Federal Forest fees	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0.0%	0.0%	265,000	100.0%	147.5%	265,000	265,000	100.0%
Interfund Transfer	225,000	100.0%	100.0%	0	0	100.0%	100.0%	0	100.0%	100.0%	0	100.0%	100.0%	225,000	225,000	100.0%
Beginning fund balance	2,228,038	100.0%	95.2%	0	0	100.0%	95.2%	0	100.0%	95.2%	0	100.0%	95.2%	2,228,038	2,228,038	100.0%
<b>Total Period Revenues</b>	<b>5,437,980</b>			<b>742,839</b>	<b>7,800,308</b>			<b>2,576,664</b>			<b>2,652,216</b>			<b>18,451,595</b>		
<b>Cumulative Revenues</b>	<b>5,437,980</b>	<b>29.8%</b>	<b>27.5%</b>	<b>6,180,818</b>	<b>13,238,288</b>	<b>72.5%</b>	<b>69.8%</b>	<b>15,814,952</b>	<b>86.6%</b>	<b>85.0%</b>	<b>18,467,168</b>	<b>101.1%</b>	<b>99.9%</b>	<b>18,451,595</b>	<b>18,263,629</b>	<b>101.0%</b>
*Offset State Revenue Formula																

**EXPENDITURES by Object**

Salaries	1,048,696	13.1%	12.6%	656,798	2,052,798	38.6%	36.8%	2,094,000	64.7%	61.7%	2,841,958	100.1%	95.4%	8,037,453	8,033,102	100.1%
Employee Benefits	478,209	11.8%	11.1%	308,757	932,252	34.8%	33.9%	940,816	57.9%	57.1%	1,330,979	90.7%	90.6%	3,682,256	4,057,863	90.7%
Purchased Services	264,459	16.1%	14.1%	79,725	315,725	35.3%	35.9%	354,000	56.8%	54.3%	360,364	78.8%	72.9%	1,294,549	1,643,437	78.8%
Supplies/Materials	174,388	26.0%	40.8%	55,090	138,988	46.7%	52.0%	89,187	60.0%	56.8%	92,727	73.8%	64.0%	495,290	670,943	73.8%
Other Objects	254,178	17.4%	16.6%	2,261	235,635	33.6%	32.8%	324,000	55.8%	33.3%	324,000	78.1%	34.0%	1,137,814	1,457,631	78.1%
Transfers	963,000	100.0%	100.0%	0	0	100.0%	100.0%	0	100.0%	100.0%	0	100.0%	100.0%	963,000	963,000	100.0%
Contingency & Reserves	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0.0%	0.0%	1,437,653	100.0%	100.0%	1,437,653	1,437,653	100.0%
<b>Total Period Expenditures</b>	<b>3,182,932</b>			<b>1,102,632</b>	<b>3,675,398</b>			<b>3,802,003</b>	<b>58.4%</b>	<b>54.9%</b>	<b>6,387,681</b>	<b>93.3%</b>	<b>88.0%</b>	<b>17,048,014</b>	<b>18,263,629</b>	<b>93.3%</b>
<b>Cumulative Expenditures</b>	<b>3,182,932</b>	<b>17.4%</b>	<b>16.4%</b>	<b>4,285,563</b>	<b>6,858,330</b>	<b>37.6%</b>	<b>36.3%</b>	<b>10,660,332</b>			<b>17,048,014</b>					
Month-end Fund Balance	2,255,048			1,895,255	6,379,958			5,154,619			1,419,154			1,403,582	0	

**Informational only:**

**EXPENDITURES by Function**

Instruction	616,888	8.4%	8.4%	589,698	1,875,861	33.9%	31.6%	1,845,693	58.9%	51.6%	2,737,948	96.2%	84.4%	7,076,391	7,359,544	96.2%
Supporting Services	1,600,826	21.9%	21.8%	512,194	1,724,303	45.5%	43.1%	1,749,238	69.4%	65.2%	1,913,284	95.5%	89.3%	6,987,651	7,314,751	95.5%
Other Uses	965,217	44.9%	99.0%	739	75,234	48.4%	99.4%	207,072	58.0%	99.7%	298,797	71.9%	100.0%	1,546,320	2,151,681	71.9%
Contingency & Reserves	0	0.0%	0.0%	0	0	0.0%	0.0%	0	0.0%	0.0%	1,437,653	100.0%	100.0%	1,437,653	1,437,653	100.0%
<b>Total Period Expenditures</b>	<b>3,182,932</b>	<b>17.4%</b>	<b>16.4%</b>	<b>1,102,632</b>	<b>3,675,399</b>	<b>37.6%</b>	<b>36.3%</b>	<b>3,802,002</b>	<b>58.4%</b>	<b>54.9%</b>	<b>6,387,682</b>	<b>93.3%</b>	<b>88.0%</b>	<b>17,048,014</b>	<b>18,263,629</b>	<b>93.3%</b>

**November Fiscal Points of Interest:**

SSF (State School Fund) estimates were reopened upon request to allow districts to update ADM and transportation adjustments. BHSD did not reopen as we feel we are closely accurate in the estimates that were submitted last year. The overall numbers in the state are showing a decrease in enrollment of approximately 17,000 students. Due to the decline in the overall states numbers, there will be an increase per ADMw of approximately \$170.00. The district is looking at an increase in the SSF of approx. \$275,000. \*If/when the overall enrollment increases in Oregon districts there will be adjustment which could result in a decrease per ADMw. While adjustments are common, the last two years have seen significant changes in them.

The district received an overpayment in error last year from the County Treasurer in the amount of \$143,249.48, which was paid back last week. We are currently working on an adjustment with the auditors so that there is not an impact on our SSF this year.

Change to ESSER Capital Projects: Previously all ESSER Capital Projects over \$5000 needed prior ODE approval. Moving forward all ESSER projects over \$25,000 will also need board approval.

Initial HVAC upgrade project has been completed and cost approx. \$500,000, however, because of the units used in the upgrade, the district was eligible and received a rebate in the amount of \$200,000 through Coos-Curry Electric.

# Brookings-Harbor School District

## Enrollment Comparison 2021-2022/2020-2021/2019-2020

Current as of Nov. 11, 2021

Grade	September			October			November			December			January			February			March			April			May			June		
	2021	2020	2019	2021	2020	2019	2021	2020	2019	2020	2019	2018	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019
K	107	83	112	106	85	113	101	81	111	81	110	108	82	108	109	83	108	109	84	109	107	85	109	106	84	109	105	83	109	103
1	96	101	96	97	100	97	96	100	97	99	96	133	100	97	132	102	98	130	103	97	129	105	97	127	105	97	128	104	97	127
2	103	84	122	101	81	122	98	79	121	79	121	109	80	120	111	80	119	111	83	119	111	84	119	111	82	119	111	83	119	105
3	90	111	109	83	111	110	83	112	110	111	110	1145	113	111	145	115	110	144	113	108	142	113	108	142	113	108	145	113	108	146
4	119	97	147	116	97	149	113	97	152	93	151	109	93	149	108	92	145	111	91	147	111	92	147	110	90	147	112	91	147	110
5	96	130	112	95	127	112	93	124	112	124	113	123	124	112	121	125	112	123	127	113	122	127	113	122	128	113	123	129	113	122
	<b>611</b>	<b>606</b>	<b>698</b>	<b>598</b>	<b>601</b>	<b>703</b>	<b>584</b>	<b>593</b>	<b>703</b>	<b>592</b>	<b>698</b>	<b>726</b>	<b>597</b>	<b>692</b>	<b>728</b>	<b>601</b>	<b>693</b>	<b>722</b>	<b>606</b>	<b>693</b>	<b>718</b>	<b>602</b>	<b>693</b>	<b>718</b>	<b>602</b>	<b>693</b>	<b>724</b>	<b>603</b>	<b>693</b>	<b>713</b>
6	140	102	129	138	96	128	138	97	127	95	125	115	95	124	115	96	123	117	98	124	116	98	124	116	98	124	115	99	124	113
7	100	116	117	99	111	117	101	112	116	112	117	121	114	116	120	112	115	122	114	115	123	113	115	122	111	115	120	111	115	118
8	116	114	128	113	111	128	111	113	128	111	126	106	113	127	107	114	125	109	113	124	106	114	124	106	114	124	105	114	124	103
	<b>356</b>	<b>332</b>	<b>374</b>	<b>350</b>	<b>318</b>	<b>373</b>	<b>350</b>	<b>322</b>	<b>371</b>	<b>318</b>	<b>368</b>	<b>342</b>	<b>322</b>	<b>367</b>	<b>342</b>	<b>322</b>	<b>363</b>	<b>348</b>	<b>325</b>	<b>360</b>	<b>345</b>	<b>325</b>	<b>363</b>	<b>344</b>	<b>323</b>	<b>363</b>	<b>340</b>	<b>324</b>	<b>363</b>	<b>334</b>
9	123	130	119	122	127	119	122	129	118	125	118	126	127	118	126	127	118	124	129	114	123	129	114	122	129	114	122	128	114	123
10	130	104	129	120	104	129	122	107	128	105	126	121	106	123	121	104	126	122	104	122	120	106	122	119	105	122	119	105	122	118
11	108	126	114	106	124	113	105	126	112	123	111	114	121	112	114	120	108	110	121	108	109	123	108	109	123	108	107	123	108	107
12	153	132	114	131	129	115	126	129	116	127	113	135	127	113	136	126	113	133	126	114	135	125	114	133	122	114	131	123	114	128
	<b>514</b>	<b>492</b>	<b>476</b>	<b>479</b>	<b>484</b>	<b>473</b>	<b>475</b>	<b>491</b>	<b>474</b>	<b>480</b>	<b>468</b>	<b>496</b>	<b>481</b>	<b>466</b>	<b>497</b>	<b>477</b>	<b>465</b>	<b>489</b>	<b>480</b>	<b>458</b>	<b>487</b>	<b>483</b>	<b>458</b>	<b>483</b>	<b>479</b>	<b>458</b>	<b>479</b>	<b>479</b>	<b>458</b>	<b>476</b>
<b>Total</b>	<b>1481</b>	<b>1430</b>	<b>1548</b>	<b>1427</b>	<b>1403</b>	<b>1552</b>	<b>1409</b>	<b>1406</b>	<b>1548</b>	<b>1385</b>	<b>1537</b>	<b>1565</b>	<b>1395</b>	<b>1531</b>	<b>1565</b>	<b>1396</b>	<b>1519</b>	<b>1565</b>	<b>1406</b>	<b>1514</b>	<b>1554</b>	<b>1414</b>	<b>1514</b>	<b>1545</b>	<b>1404</b>	<b>1514</b>	<b>1543</b>	<b>1406</b>	<b>1514</b>	<b>1523</b>



## Brookings-Harbor School District

629 Easy St.

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

## Updates to Agreement between Brookings-Harbor School District 17C and Brookings-Harbor Education Association for 2021-2023

November 17, 2021

Two areas of the collective bargaining agreement between Brookings-Harbor School District (BHSD) and the Brookings-Harbor Education Association (BHEA), were renegotiated this fall. These proposed changes to Appendices B-1 and B-2 were approved by a vote of the union members, and are included in the November Board packet. The proposed changes include:

### Transportation Department Salary Schedules

Appendix B-1 "Classified Staff Salary Schedule July 1, 2021 - June 30, 2022" and Appendix B-2 "Classified Staff Salary Schedule July 1, 2022 - June 30, 2023" divided the previous classification of "Bus Driver" into three new classifications: "Driver (Type 10 and 20)," "Bus Driver (CDL)," and "Mechanic."

The new "Driver (Type 10 and 20)" salary schedule keeps the same wage schedule ranging from Step 1 \$15.35 per hour to Step 8 \$19.32 per hour as the Bus Driver classification in the old scale, while the other new categories include an increase in compensation over the previously negotiated classification of "Bus Driver" that they replace. Specifically, the new "Bus Driver (CDL)" classification wages range from \$17 at Step 1 to \$22.39 at Step 8. The new "Mechanic" classification wages range from \$25.50 at Step 1 to \$33.55 at Step 8.

In addition, a Mechanic who has a CDL and bus driver certification and is willing to drive routes when needed, shall receive an additional \$1.50 per hour.

### Pay Differential for Bilingual Spanish/English Staff

Also noted in updated Appendices B-1 and B-2, Classified Staff who have passed a district approved Spanish language competency assessment and who are willing to translate and interpret shall receive an additional \$1.50 per hour for their respective classified position and step on the Classified Staff Salary Schedule.

**Sample motion:** "I move to approve and adopt the renegotiated Appendices B-1 and B-2 to replace the current Classified Staff Salary Schedules in the Agreement between Brookings-Harbor School District 17C and Brookings-Harbor Education Association for 2021-2023 School Years."

APPENDIX B-1  
 BROOKINGS-HARBOR SCHOOL DISTRICT 17C  
 CLASSIFIED STAFF SALARY SCHEDULE  
 JULY 1, 2021 - JUNE 30, 2022

**2021-2022**

POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PLAYGROUND AIDE/PATHWAYS	1	\$ 12.25	\$ 12.62	\$ 13.07	\$ 13.42	\$ 13.74	\$ 14.15	\$ 14.54	\$ 14.96
TA 1	3	\$ 13.34	\$ 13.74	\$ 14.19	\$ 14.60	\$ 15.02	\$ 15.43	\$ 15.84	\$ 16.31
FOOD SVC 2	4	\$ 12.94	\$ 13.32	\$ 13.70	\$ 14.12	\$ 14.51	\$ 14.91	\$ 15.31	\$ 15.77
FOOD SVC 1	5	\$ 13.26	\$ 13.61	\$ 14.03	\$ 14.44	\$ 14.81	\$ 15.23	\$ 15.65	\$ 16.09
SECRETARY 2	7	\$ 14.27	\$ 14.72	\$ 15.20	\$ 15.66	\$ 16.13	\$ 16.64	\$ 17.08	\$ 17.59
SECRETARY 1	8	\$ 17.58	\$ 18.18	\$ 18.76	\$ 19.36	\$ 19.95	\$ 20.54	\$ 21.09	\$ 21.73
CUSTODIAN 2	9	\$ 14.07	\$ 14.54	\$ 14.96	\$ 15.43	\$ 15.87	\$ 16.33	\$ 16.79	\$ 17.27
HEAD-CUST/GROUNDS	10	\$ 17.00	\$ 17.57	\$ 18.12	\$ 18.69	\$ 19.28	\$ 19.87	\$ 20.42	\$ 21.02
MAINT. HELPER	11	\$ 18.68	\$ 19.22	\$ 19.72	\$ 20.24	\$ 20.75	\$ 21.30	\$ 21.84	\$ 22.52
COMPUTER SPEC.	12	\$ 17.00	\$ 17.57	\$ 18.12	\$ 18.69	\$ 19.28	\$ 19.87	\$ 20.42	\$ 21.02
MAINTENANCE	13	\$ 21.69	\$ 22.43	\$ 23.14	\$ 23.89	\$ 24.61	\$ 25.29	\$ 26.01	\$ 26.79
DRIVER (TYPE 10 & 20)	14	\$ 15.35	\$ 15.94	\$ 16.50	\$ 17.07	\$ 17.63	\$ 18.18	\$ 18.75	\$ 19.32
LIBRARY TECH II - SECONDARY	15	\$ 14.81	\$ 15.31	\$ 15.76	\$ 16.21	\$ 16.68	\$ 17.13	\$ 17.57	\$ 18.09
LIBRARY TECH I - ELEMENTARY	16	\$ 16.28	\$ 16.81	\$ 17.30	\$ 17.83	\$ 18.36	\$ 18.83	\$ 19.32	\$ 19.90
LIFE SKILLS AIDE	17	\$ 15.77	\$ 16.23	\$ 16.72	\$ 17.24	\$ 17.74	\$ 18.24	\$ 18.72	\$ 19.23
PLAYWORKS COACH	18	\$ 14.91	\$ 15.35	\$ 15.81	\$ 16.30	\$ 16.79	\$ 17.27	\$ 17.80	\$ 18.32
SLP ASSISTANT	19	\$ 21.64	\$ 22.80	\$ 23.52	\$ 24.68	\$ 25.78	\$ 26.95	\$ 28.17	\$ 29.42
ACCOMPANIST	20	\$ 14.62	\$ 15.06	\$ 15.51	\$ 15.97	\$ 16.46	\$ 16.95	\$ 17.46	\$ 17.98
BUS DRIVER (CDL)	21	\$ 17.00	\$ 17.68	\$ 18.39	\$ 19.13	\$ 19.90	\$ 20.70	\$ 21.35	\$ 22.39
MECHANIC	22	\$ 25.50	\$ 26.52	\$ 27.58	\$ 28.68	\$ 29.83	\$ 31.02	\$ 32.26	\$ 33.55

\*\*\*\* Substitute rate is column 1\*\*\*\*

\*A Driver assigned by the District to perform Transportation Coordinator/Trainer duties shall receive \$2.00 per hour above the Driver Rate of pay, at the applicable step, for all time performing such duties.

\*\*Classified Staff who have passed a district approved Spanish competency Assessment and who are willing to translate and interpret shall receive an additional \$1.50 per hour.

\*A mechanic who has CDL and bus driver certification and is willing to drive routes when needed Shall receive an additional \$1.50 per hour.

APPENDIX B-2  
 BROOKINGS-HARBOR SCHOOL DISTRICT 17C  
 CLASSIFIED STAFF SALARY SCHEDULE  
 JULY 1, 2022 - JUNE 30, 2023

**2021-2022**

POSITION		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
PLAYGROUND AIDE/PATHWAYS	1	\$ 12.62	\$ 13.00	\$ 13.46	\$ 13.82	\$ 14.15	\$ 14.57	\$ 14.98	\$ 15.41	\$ 15.87
TA 1	3	\$ 13.74	\$ 14.15	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.89	\$ 16.32	\$ 16.80	\$ 17.30
FOOD SVC 2	4	\$ 13.33	\$ 13.72	\$ 14.11	\$ 14.54	\$ 14.95	\$ 15.36	\$ 15.77	\$ 16.24	\$ 16.73
FOOD SVC 1	5	\$ 13.66	\$ 14.02	\$ 14.45	\$ 14.87	\$ 15.25	\$ 15.69	\$ 16.12	\$ 16.57	\$ 17.07
SECRETARY 2	7	\$ 14.70	\$ 15.16	\$ 15.66	\$ 16.13	\$ 16.61	\$ 17.14	\$ 17.59	\$ 18.12	\$ 18.66
SECRETARY 1	8	\$ 18.11	\$ 18.73	\$ 19.32	\$ 19.94	\$ 20.55	\$ 21.16	\$ 21.72	\$ 22.38	\$ 23.05
CUSTODIAN 2	9	\$ 14.49	\$ 14.98	\$ 15.41	\$ 15.89	\$ 16.35	\$ 16.82	\$ 17.29	\$ 17.79	\$ 18.32
HEAD-CUST/GROUNDS	10	\$ 17.51	\$ 18.10	\$ 18.66	\$ 19.25	\$ 19.86	\$ 20.47	\$ 21.03	\$ 21.65	\$ 22.30
MAINT. HELPER	11	\$ 19.24	\$ 19.80	\$ 20.31	\$ 20.85	\$ 21.37	\$ 21.94	\$ 22.50	\$ 23.20	\$ 23.90
COMPUTER SPEC.	12	\$ 17.51	\$ 18.10	\$ 18.66	\$ 19.25	\$ 19.86	\$ 20.47	\$ 21.03	\$ 21.65	\$ 22.30
MAINTENANCE	13	\$ 22.34	\$ 23.10	\$ 23.83	\$ 24.61	\$ 25.35	\$ 26.05	\$ 26.79	\$ 27.59	\$ 28.42
DRIVER (TYPE 10 & 20)	14	\$ 15.81	\$ 16.42	\$ 17.00	\$ 17.58	\$ 18.16	\$ 18.73	\$ 19.31	\$ 19.90	\$ 20.50
LIBRARY TECH II - SECONDARY	15	\$ 15.25	\$ 15.77	\$ 16.23	\$ 16.70	\$ 17.18	\$ 17.64	\$ 18.10	\$ 18.63	\$ 19.19
LIBRARY TECH I - ELEMENTARY	16	\$ 16.77	\$ 17.31	\$ 17.82	\$ 18.36	\$ 18.91	\$ 19.39	\$ 19.90	\$ 20.50	\$ 21.12
LIFE SKILLS AIDE	17	\$ 16.24	\$ 16.72	\$ 17.22	\$ 17.76	\$ 18.27	\$ 18.79	\$ 19.28	\$ 19.81	\$ 20.40
PLAYWORKS COACH	18	\$ 15.36	\$ 15.81	\$ 16.28	\$ 16.79	\$ 17.29	\$ 17.79	\$ 18.33	\$ 18.87	\$ 19.44
SLP ASSISTANT	19	\$ 22.29	\$ 23.48	\$ 24.23	\$ 25.42	\$ 26.55	\$ 27.76	\$ 29.02	\$ 30.30	\$ 31.52
ACCOMPANIST	20	\$ 15.06	\$ 15.51	\$ 15.98	\$ 16.45	\$ 16.95	\$ 17.46	\$ 17.98	\$ 18.52	\$ 19.08
BUS DRIVER (CDL)	21	\$ 18.50	\$ 19.24	\$ 20.01	\$ 20.81	\$ 21.64	\$ 22.51	\$ 23.41	\$ 24.35	\$ 25.32
MECHANIC	22	\$ 26.50	\$ 27.56	\$ 28.66	\$ 29.81	\$ 31.00	\$ 32.24	\$ 33.53	\$ 34.87	\$ 36.26

\*\*\*\* Substitute rate is column 1\*\*\*\*

\*A Driver assigned by the District to perform Transportation Coordinator/Trainer duties shall receive \$2.00 per hour above the Driver Rate of pay, at the applicable step, for all time performing such duties.

\*\*Classified Staff who have passed a district approved Spanish competency Assessment and who are willing to translate and interpret shall receive an additional \$1.50 per hour.

\*A mechanic who has CDL and bus driver certification and is willing to drive routes when needed Shall receive an additional \$1.50 per hour.

**ARTICLE 24 – EXECUTION/SIGNATURES**

According to terms of this Agreement, executed this 17<sup>th</sup> day of November, 2021 in Brookings, Oregon, by the undersigned officers by the authority of and on behalf of the Brookings-Harbor School District 17C Board of Education and the Brookings-Harbor Education Association. These signatures are for the purpose of updating the renegotiated Appendices B-1 and B-2 to replace the previously agreed upon Classified Staff Salary Schedule.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

\_\_\_\_\_  
Negotiation Chairperson

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Brookings-Harbor Education Association  
President

\_\_\_\_\_  
Board Vice Chairperson

# Brookings-Harbor School District 17C

Code: AC  
Adopted: 6/05/95  
Revised/Readopted: 10/22/03; 4/15/09; 3/04/10;  
10/16/13; 11/18/15; 3/07/18;  
11/20/19  
Orig. Code: AC

## Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, color, religion, sex, sexual orientation, gender identity<sup>2</sup>, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons/citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

---

<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

<sup>2</sup> "Sexual 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 behavior differs from that traditionally associated with the individual's sex at birth.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; 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 the rights guaranteed under state and federal law.

END OF POLICY

---

**Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-002-0001 – 002-0005</a>
<a href="#">ORS 326.051(1)(e)</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 581-021-0047</a>
<a href="#">ORS 659.815</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 659.850 - 659.860</a>	<a href="#">ORS 659A.230 - 659A.233</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 839-003</a>
<a href="#">ORS 659A.001</a>	<a href="#">ORS 659A.309</a>	
<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.321</a>	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R. Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

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, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

House Bill 2935 (2021).

House Bill 3041 (2021).

# Brookings-Harbor School District 17C

Code: GBEA  
Adopted: 4/15/20

## Workplace Harassment

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

---

<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

The district may not require or coerce a district employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

---

**Legal Reference(s):**

---

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

[ORS 243.317 - 243.323](#)  
[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[ORS 659A.082](#)  
[ORS 659A.112](#)  
[ORS 659A.820](#)  
[ORS 659A.875](#)

[ORS 659A.885](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

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

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

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

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

House Bill 3041 (2021)

# Brookings-Harbor School District 17C

Code: GBNAA/JHFF  
Adopted: 4/15/20  
Orig. Code(s): JHFF

## Reporting Requirements for Suspected Sexual Conduct with Students and Reporting Requirements

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

<sup>4</sup>“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, or hostile or offensive educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

---

<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee contractor, who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the building principal or the vice principal for their school building, in the event that the building administrator is the suspected perpetrator. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to a building principal who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

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

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 2136 (2021).  
Senate Bill 51 (2021).

# Brookings-Harbor School District 17C

Code: GBNAB/JHFE  
Adopted:

## Suspected Abuse of a Child Reporting Requirements\*\*

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>3</sup>, agents<sup>4</sup>, volunteers<sup>5</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

---

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {<sup>6</sup>} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {<sup>7</sup>} licensed administrator position title] who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or

---

<sup>6</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>7</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. [A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.]

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is [[strongly] [discouraged] [prohibited].

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9<sup>th</sup> Cir. 2011).  
Senate Bill 51 (2021).

P  
R  
O  
P  
O  
S  
E  
D

# Brookings-Harbor School District 17C

Code: **IB**  
Adopted: 5/20/15

## Freedom of Expression

Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

### Freedom of Student Inquiry and Expression

1. Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

### Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of age, race, color, religion, color, age, sex or gender, sexual orientation<sup>1</sup>, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability, geographic location, sex, sexual orientation or gender identity, source of income or disability. Each student organization must have a staff adviser to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

### Publications K-8, Displays and Productions

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be reviewed by the administrator or may be subject to administrative review, restricted or prohibited, however, pursuant to legitimate educational concerns. Such concerns include:

---

<sup>1</sup> “Sexual 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 behavior differs from that traditionally associated with the individual’s sex at birth.

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. Whether there is an opportunity for a named individual or named individuals to make a response;
5. Whether specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, e.g., for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the district.

### High School Student Journalists

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. "School-sponsored media" means materials that are prepared, substantially written, published or broadcast by student journalists, that are distributed or generally made available, either free of charge or for a fee, to members of the student body, and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. Is libelous or slanderous;
2. Is obscene, pervasively indecent or vulgar;
3. Is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law or regulation; or
6. So incites students as to create a clear and present danger of:
  - a. The commission of unlawful acts on or off school premises;
  - b. The violation of district or school policies; or
  - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.



Modifications or removal of items may be appealed in writing to the superintendent. The superintendent shall schedule a meeting within three school days of receiving the written appeal. Those present at the meeting shall include the individual(s) making the appeal, the individual(s) who made the decision to modify or remove materials and the superintendent. At the superintendent's discretion, the district's legal counsel may also attend the meeting. The superintendent shall make his/her decision within three school days of the meeting. **The superintendent's decision shall be final and binding on all parties.**

If the complainant is not satisfied with the decision of the superintendent, the complainant/she may appeal to the Board under established district procedures.

END OF POLICY

---

**Legal Reference(s):**

[ORS 174.100](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.477](#)

[ORS 339.880](#)

[ORS 339.885](#)

[ORS 659.850](#)

[OAR 581-021-0050](#)

[OAR 581-021-0055](#)

Equal Access Act, 20 U.S.C. §§ 4071-4074 (2018).

Westside Cmty. Bd. of Educ. v. Mergens, 496 U.S. 226 (1990).

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).

U.S. CONST. amend. I; U.S. CONST. amend. XIV.

OR. CONST., art. I, § 8.

House Bill 3041 (2021).

# Brookings-Harbor School District 17C

Code: IGBHA  
Adopted: 1/14/91  
Revised/Readopted: 10/22/03; 11/15/06; 5/20/15  
Orig. Code: IGBHA

## Alternative Education Programs\*\*

The Board is dedicated to providing educational options for all students. It is recognized that there will be students in the district whose needs and interests are best served by participation in an alternative education program.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state.

A list of alternative education programs will be approved by the Board annually. The superintendent may provide for the involvement of staff, parents or guardians and the community in recommending alternative education programs for Board approval, and in the development of related Board policy and an administrative regulation. Annual evaluation of alternative education programs will be made in accordance with Oregon Revised Statute (ORS) 336.655 and Oregon Administrative Rule (OAR) 581-022-25051350. The superintendent will develop administrative regulations as necessary to evaluate the district’s alternative education programs. implement this requirement.

Alternative education programs will consist of instruction or instruction combined with counseling. These programs may be public or private. A private Private alternative education program programs shall be registered with the Oregon Department of Education. Alternative education programs must meet all the requirements set forth in state law ORS 336.625, 336.631 and rules, and federal law, as applicable. [A qualified district may contract with a qualified private alternative education program to provide services to a qualified home-schooled child.]336.637.

Students, after consultation with a upon parent or guardian request, may be placed in an alternative education program if the district determines that the placement serves the student’s educational needs and interests, and assists the student in achieving district and state academic content standards. Such placement must have the approval of the student’s resident district and, as appropriate, the attending district. The district will also consider and propose alternative education programs for students prior to expulsion or leaving school as required by law.

The district shall pay the actual cost of an alternative education program cost or an amount equal to 80 percent of the district’s estimated current year’s average per-student net operating expenditure, whichever is less. When contracting The district will enter into a written contract with a district-approved private alternative education program, the district’s contract will meet the requirements of law. programs.

END OF POLICY

---

**Legal Reference(s):**

[ORS 329.485](#)  
[ORS 332.072](#)  
[ORS 336.014](#)  
[ORS 336.175](#)  
[ORS 336.615 - 336.665](#)  
[ORS 339.030](#)

[ORS 339.250](#)  
  
[OAR 581-021-0045](#)  
[OAR 581-021-0065](#)  
[OAR 581-021-0070](#)  
[OAR 581-021-0071](#)

[OAR 581-022-2320](#)  
[OAR 581-022-2505](#)  
[OAR 581-023-0006](#)  
[OAR 581-023-0008](#)

# Brookings-Harbor School District 17C

Code: IGBI  
Adopted: 1/18/88  
Revised/Readopted: 10/22/03; 5/20/15  
Orig. Code: IGBI

## Bilingual Education

Students whose primary language is a language other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction and other educational activities.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

END OF POLICY

---

### Legal Reference(s):

[ORS 336.079](#)

[OAR 581-021-0046](#)

[OAR 581-022-2310](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).  
Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6801-7014 (2018).

# Brookings-Harbor School District 17C

Code: JB  
Adopted: 4/16/08  
Revised/Readopted: 3/18/15  
Orig. Code: JA/JAA

## Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex or gender, sexual orientation, gender identity<sup>1</sup>, race<sup>2</sup>, religion, color, national origin, disability, 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][n]oFurther, 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.

[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. 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.

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

---

<sup>1</sup> Sexual 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.

<sup>2</sup> Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

---

**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 192.630](#)  
[ORS 326.051](#)  
[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.086](#)  
[ORS 659.850](#)

[ORS 659.852](#)  
[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.103](#) - 659A.145  
[ORS 659A.400](#)  
[ORS 659A.403](#)

[ORS 659A.406](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-2310](#)  
[OAR 839-003-0000](#)

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

House Bill 2935 (2021).

House Bill 3041 (2021).

# Brookings-Harbor School District 17C

Code: JFC  
Adopted: 12/04/95  
Revised/Readopted: 10/22/03; 3/19/14; 7/06/16;  
1/03/18  
Orig. Code: JFC

## Student Conduct \*\*

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff officials and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive, respectful attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school. All rules applying to student conduct shall be posted in a prominent place in each school building.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.<sup>1</sup>

---

<sup>1</sup> The district is prohibited from retaliating against any student "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." ORS 659.852.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

---

**Legal Reference(s):**

[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 659.850](#)

[OAR 581-021-0050 - 0075](#)

Nondiscrimination on the Bases of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).  
Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).  
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).  
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).  
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).  
Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).  
C.R. v. Eugene S.D. 4J, No. 12-1042, U.S. District Court of OR (2013).

# Brookings-Harbor School District 17C

Code: JFCF  
Adopted: 8/22/12  
Readopted: 4/15/15; 2/17/16; 7/17/19;  
11/20/19

## **Hazing, /Harassment, /Intimidation, /Bullying, /Menacing, /Cyberbullying, /Teen Dating Violence, or /Domestic Violence – Student \*\***

The Board, in its commitment to providing a safe, positive and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The [principal and the] superintendent [are] [is] responsible for ensuring that this policy is implemented.

### **Definitions**

“District” includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, and having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity<sup>1</sup>, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
4. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

---

<sup>1</sup> “Sexual 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.

“Domestic violence” means abuse between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

## **Reporting**

Principals, the Title IX coordinator (in cases having to do with gender) and the superintendent will take any reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the principal, the Title IX coordinator (in cases having to do with gender) and the superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a vehicle used for district-provided transportation shall immediately report the incident to the principal, the Title IX coordinator (in cases having to do with gender) and the superintendent. Failure of an employee to report any act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence to the principal, the Title IX coordinator (in cases having to do with gender) and the superintendent may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected subject to an act of hazing, harassment, intimidation or bullying, menacing or, cyberbullying , or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the principal, the Title IX coordinator (in cases having to do with gender) and the superintendent who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the principal, the Title IX coordinator (in cases having to do with gender) and the superintendent who has overall responsibility for all investigations.

A report made by a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes making the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made making the report may request that the [superintendent] review the actions taken in the initial investigation, in accordance with [administrative regulations] [district complaint procedures].

## **Notification to Parents or Guardians**

The [employee position title] shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the [employee position title] reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.
2. The [employee position title] determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and
3. The [employee position title] informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the [employee position title] determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur:

1. Within a reasonable period of time; or
2. Promptly, for acts that caused physical harm to the student.

## **Training and Education**

The district shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, and domestic violence, and acts of cyberbullying and this policy.

## **Notice**

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or staff handbook, school and district’s website, and school and district office and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ODE.

END OF POLICY

---

**Legal Reference(s):**

<a href="#">[ORS 163.190]</a>	<a href="#">ORS 332.072</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">[ORS 163.197]</a>	<a href="#">ORS 332.107</a>	<a href="#">OAR 581-021-0055</a>
<a href="#">ORS 107.705</a>	<a href="#">ORS 339.240</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 166.065</a>	<a href="#">ORS 339.250</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 166.155 - 166.165</a>	<a href="#">ORS 339.351 - 339.368</a>	House Bill 2631 (2021)
<a href="#">ORS 174.100</a>	<a href="#">OAR 581-021-0045</a>	House Bill 3041 (2021)

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

# Brookings-Harbor School District 17C

Code: JFCJ  
Adopted: 12/14/98  
Revised/Readopted: 10/22/03; 4/18/12; 3/19/14;  
6/17/15; 11/20/19  
Orig. Code: JFCJ

## Weapons in the Schools

Students shall not bring, possess, conceal or use a weapon on or at any district property under the jurisdiction of the district, any, activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property [including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports]. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

For purposes of this policy, and as defined by state and federal law, “weapon” includes:

A “dangerous

1. “Dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly” “Deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” “Firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device;
4. A “destructive” “Destructive device” includes but is not limited to means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

[Weapons may also include, but are not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members.]patrons.

[Replicas of weapons[, fireworks ] [and pocket knives] are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.].

Prohibited weapons[, replicas of weapons[, fireworks ] [and pocket knives]] are subject to seizure or forfeiture.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or has, within the previous 120 days has, unlawfully been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator or, his/her designee or law enforcement. [Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, may report to law enforcement.] Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Parents will be notified of all conduct by their student that violates this policy.  
Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students determined found to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or state law shall be expelled from school for a period of not less than one year. All other violations of the policy will result in discipline up to and may include including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are appropriate and accessible to the student, and shall provide such information in writing to the student and the parent in accordance with law<sup>1</sup>. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation.

---

<sup>1</sup> At least once every six months or at any time the information changes because of the availability of new programs.

Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

The district may post a notice at any site or premise off district grounds, that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

“Gun-Free School Zone” signs [will] [may] be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

The superintendent will annually report the name of each school and the number of students from each listed schools expelled for bringing, possessing, concealing or using a firearm to the Oregon Department of Education.

END OF POLICY

---

**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 166.210 - 166.370](#)  
[ORS 166.382](#)  
[ORS 332.107](#)  
[ORS 339.115](#)

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 339.315](#)  
  
[OAR 581-021-0050 - 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\(16\)](#)

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).  
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2018).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2018).  
Oregon Senate Bill 554 (2021).

# Brookings-Harbor School District 17C

Code: JHFE/GBNAB  
Adopted:

## Suspected Abuse of a Child Reporting Requirements\*\*

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>3</sup>, agents<sup>4</sup>, volunteers<sup>5</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

---

<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Person" could include adult, student or other child.

<sup>3</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {<sup>6</sup>} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {<sup>7</sup>} licensed administrator position title] who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or

---

<sup>6</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>7</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. [A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.]

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is [[strongly] [discouraged] [prohibited].

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9<sup>th</sup> Cir. 2011).  
Senate Bill 51 (2021).

P  
R  
O  
P  
O  
S  
E  
D

# Brookings-Harbor School District 17C

Code: JHFF/GBNAA  
Adopted: 11/18/09  
Revised/Readopted: 9/15/10; 8/22/12; 6/17/15;  
9/12/18; 4/15/20  
Orig. Code(s): JHFF

## Reporting Requirements for Suspected Sexual Conduct with Students and Reporting Requirements

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

<sup>4</sup>“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, or hostile or offensive educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary

---

<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee, contractor [or volunteer]<sup>{5}</sup>, who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the <sup>{6}</sup>building principal or the vice principal, in the event that the principal is the suspected perpetrator, for their school building.

If the superintendent is the alleged perpetrator the report shall be submitted to a building principal<sup>{7}</sup> who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

---

<sup>5</sup> {The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}

<sup>6</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

<sup>7</sup> {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

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

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 2136 (2021).

Senate Bill 51 (2021).

# Brookings-Harbor School District 17C

Code: **GBA**  
Adopted: 4/16/08  
Revised/Readopted: 2/17/10; 1/15/14; 2/15/17;  
4/15/20

## Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race<sup>1</sup>, color, religion, sex, sexual orientation, gender identity<sup>2</sup>, national origin, marital status, pregnancy, childbirth or a related medical condition<sup>3</sup>, age, veterans' status<sup>4</sup>, service in uniformed services, familial status, genetic information, an individual's juvenile record that has been expunged, and disability<sup>5</sup> if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

---

### Legal Reference(s):

---

<sup>1</sup> Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

<sup>2</sup> Sexual 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 behavior differs from that traditionally associated with in the individual's sex at birth.

<sup>3</sup> This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

<sup>4</sup> The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

<sup>5</sup> This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

[ORS 174.100](#)  
[ORS 243.317 – 243.323](#)  
[ORS 326.051](#)  
[ORS 332.505](#)  
[ORS 342.934](#)  
[ORS 408.225](#)  
[ORS 408.230](#)  
[ORS 408.235](#)  
[ORS 652.210 - 652.220](#)  
[ORS 659.850](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)

[ORS 659A.009](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)  
[ORS 659A.040](#)  
[ORS 659A.082](#)  
[ORS 659A.109](#)  
[ORS 659A.112](#)  
[ORS 659A.147](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.321](#)

[ORS 659A.409](#)  
[ORS 659A.820](#)  
[OAR 581-021-0045](#)  
[OAR 581-022-2405](#)  
[OAR 839-003-0000](#)  
[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)  
[OAR 839-006-0450](#)  
[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)

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

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

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 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, 1720 (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).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).

House Bill 2935 (2021)

House Bill 3041 (2021)

# Brookings-Harbor School District 17C

Code: GBN/JBA

Adopted: 10/21/20

Orig. Code: GBN/JBA

## Sexual Harassment

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

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

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

### OREGON DEFINITION AND PROCEDURES

#### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>1</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district

---

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

staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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

### **Oregon Procedures**

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

Name	Position	Phone	Email
<u>David Marshall</u>	<u>Superintendent</u>	<u>541-469-7441</u>	<u>davidm@brookings.k12.or.us</u>

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

### **Response**

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

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures that may include counseling, extension of deadlines, or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and connection to community supports for the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

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

### **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district

may use, but is not limited to, the following means for investigating incidents of possible harassment:

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

The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

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

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

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

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

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

## **No Retaliation**

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

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

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

## **Notice**

When a person<sup>2</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

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

The written notification must include<sup>3</sup>:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent who filed the

---

<sup>2</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>3</sup> Remember confidentiality laws when providing any information.

complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

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

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

The notice must:

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

## Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

### FEDERAL DEFINITION AND PROCEDURES

#### Federal Definition

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

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>4</sup>;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.
7. For the purposes of the Title IX sexual harassment, "consent" does not exist when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member of third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

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

---

<sup>4</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

## **Federal Procedures**

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

## **Reporting**

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

The Superintendent is designated as the Title IX Coordinator and can be contacted at 541-469-7443. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

## **Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed<sup>5</sup>. The district shall treat complainants and respondents equitably by providing supportive measures<sup>6</sup> to the complainant and by following a grievance procedure<sup>7</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint<sup>8</sup>.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place<sup>9</sup>. The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary

---

<sup>5</sup> (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>6</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>7</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>8</sup> The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

<sup>9</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

administrative leave pending the grievance process.

The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

## Notice

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

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

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary<sup>10</sup>, or both.

No person designated as the investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A conflict of interest occurs when personal or private interests may compromise one's judgment, decisions, or actions. Conflict of interests may arise from family, friendships, past relationship as student-teacher, financial investments, or other social factors. A bias is defined as a tendency, inclination, or prejudice toward/against someone. A conflict of interest or bias exists that disqualifies a person from being involved in the investigation or decision-making process if it prevents the person from impartially participating in the process. Any staff member with a designated role in the Title IX process who believes they have a conflict of interest may recuse themselves from the process without reprisal.

## No Retaliation

Neither the district or any person may retaliate<sup>11</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

---

<sup>10</sup> Of the United States Department of Education.

<sup>11</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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

### **Records**

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>12</sup>

### **Publication**

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

END OF POLICY

---

---

<sup>12</sup> This includes creating a record for each investigation. This record must include:

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

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

**Legal Reference(s):**

[ORS 243.706](#)  
[ORS 342.704](#)  
[ORS 342.865](#)  
[ORS 332.107](#)  
[ORS 342.708](#)

[ORS 659.850](#)  
[ORS 342.700](#)  
[ORS 342.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

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

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

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020). *Bartsch v. Elkton School District*, FDA-13-011 (March 27, 2014).

**Cross Reference(s):**

AC - Nondiscrimination

GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff

GBNAA/JHFF - Reporting Requirements for Suspected Sexual Conduct with Students

JBA/GBN - Sexual Harassment

JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a Child



**Brookings Harbor School District 17C**

564 Fern Ave.  
Brookings, OR 97415  
541 469-7443  
Fax 541 469-6599  
[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

November 15, 2021

To: Brookings-Harbor School Board

Re: Recommend Ford Transit 10 Passenger Van Purchase

The Brookings-Harbor School District has recently located a Ford Transit 10 passenger van for sale in Newport Oregon. The van has 11,000 miles on it with a purchase price of \$47,995.00 with a \$115.00 document fee. A 10 passenger van will help the district with not only trips, but with transportation for local routes and after school small tutoring groups to help address learning loss.

The 2021/2022 budget allows for purchases in the transportation department with ESSER III dollars, however all purchases over \$25,000 need additional board approval.

I'm recommending the board approve the purchase of the van using ESSER III dollars.

Respectfully,

*Dede Corpening*

Dede Corpening