

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Early Items
 - 3.a. Celebrate Student Success
 - 3.b. Student Rep Report
 - 3.c. Building Presentation: Kalmiopsis Elementary School, Principal Matt Bennett
4. Citizen Input
 - Information on Public Input policies is available at www.brookings.k12.or.us/board/. Written comments must be received at least 24 hours in advance of the 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 the 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
 - 5.a. Approve Minutes
 - DRAFT Minutes Regular School Board Meeting Aug. 20, 2025
 - DRAFT Minutes School Board Work Session Aug. 20, 2025
 - 5.b. Approve Bills
 - 5.c. Approve New Hires
 - N/A
 - 5.d. Approve Extra Duty Contracts
 - 5.e. Acceptance of Grants and Donations
6. District Reports and Information
 - 6.a. Comments from the Superintendent
 - Back-to-School Nights
 - Superintendent Goals and Evaluation Timeline Recap
 - Administrative Rule Updates
 - JHCD-AR - Medications**/*, Required, New
 - JHCD/JHCDA-AR - Medications**/*, Delete
 - JFCEB-AR - Personal Electronic Devices and Social Media, Delete
 - 6.b. District Reports
 - 6.c. Finance Reports
 - 6.d. Enrollment Summary
7. Action Items
 - 7.a. Approve First Reads of Policies
 - JFCEB - Personal Electronic Devices */**, Required, New
 - JFCEB - Personal Electronic Devices */**, Delete

- JHCD - Medications**/*, Required, New
 - JHCD/JHCDA - Medications**/*, Delete
 - BBBB - Board Member Oath of Office
- 7.b. Approve Second Reads of Policy
- CCA Organizational Chart
- 7.c. Approve Superintendent Annual Evaluation Timeline
- 7.d. Approve Superintendent Annual Goals
8. Board Functions and Comments
9. Key Dates and Calendar Updates
- Regular School Board Meeting (September), 5:30–6:30 p.m., Sept. 17, 2025, Kalmiopsis Elementary Room 51
 - School Board Work Session (September), 6:30–7:30 p.m., Sept. 17, 2025, Kalmiopsis Elementary Room 51
 - Regular School Board Meeting (October), 5:30–6:30 p.m., Oct. 15, 2025, Kalmiopsis Elementary Room 51
 - School Board Work Session (October), 6:30–7:30 p.m., Oct. 15, 2025, Kalmiopsis Elementary Room 51
 - OSBA Fall Regional Meeting, Oct. 22, Coos Bay.
 - OSBA Annual Convention – Building Bridges to Student Success, Nov. 6–8, 2025, Portland Marriott Downtown Waterfront
 - Regular School Board Meeting (November), 5:30–6:30 p.m., Nov. 19, 2025, Kalmiopsis Elementary Room 51
 - School Board Work Session (November), 6:30–7:30 p.m., Nov. 19, 2025, Kalmiopsis Elementary Room 51
 - Regular School Board Meeting (December), 5:30–6:30 p.m., Dec. 17, 2025, Kalmiopsis Elementary Room 51
 - School Board Work Session (December), 6:30–7:30 p.m., Dec. 17, 2025, Kalmiopsis Elementary Room 51
10. Adjournment

DRAFT Minutes

Brookings-Harbor School District Regular School Board Meeting

August 20, 2025

Video available at: https://www.youtube.com/live/l6QvS_8HpFE?si=zob7teEvmoxtyK8F&t=906

In attendance:

Jay Trost, Board Chair
Trish Walker, Vice Chair
Janece Payne, Board Member
Helena Chirinian, Superintendent

Absent:

Alan Nidiffer, Board Member
Katherine Johnson, Board Member

1. Call Meeting to Order
Jay Trost called to order at 5:30 p.m.
2. Pledge of Allegiance
Observed
3. Swearing in of Board Member/Oath of Office
Superintendent Helena Chirinian swore in Board Member Janece Payne. The other four board members were sworn in at the July meeting, but Payne was absent at that time. All current board members have previously served, but board made a point to swear everyone in this summer for the start of the new year regardless of whether previously sworn in.
4. Early Items
 - a. Celebrate Student Success - Summer Learning - High Dose Literacy Tutoring at Kalmiopsis.
Teacher Danielle Dietrich and Reading Specialist Kristi Oliphant presented outcomes from the **High-Dose Literacy Tutoring program** at Kalmiopsis Elementary (June 2025). They shared data showing improved reading fluency among participating students, highlighted one-on-one intervention models, and emphasized the strong parent engagement component. Board members praised the program's alignment with district literacy goals and inquired about sustainability and funding
 - b. Annual Report 2024-25 for Continuous Improvement Planning (CIP); Every Day Matters (EDM); High School Success (HSS); Student Investment Account (SIA); Early Indicator and Intervention Systems (EIS); Early Literacy Success School District Grants (ELSSDG); Career and Technical Education/Perkins V (CTE);

Career Connected Learning (CCL); and Federal School Improvement for Comprehensive or Targeted Supports (FSI).

Superintendent Chirinian and staff presented the required **annual reports**.

- The report emphasized gains in **Ninth Grade On-Track (77%)**, attributed to programs like *Keep Up Club* at Azalea MS and expanded high school counseling.
- **SEL and MTSS practices** were described as expanding districtwide, with support from BELONG Partners and trauma-informed training.
- Challenges noted included **staffing shortages**, lack of an **Indian Education Coordinator**, and inconsistent SEL implementation across schools. The district reported progress on **literacy interventions** but acknowledged **third grade proficiency rates** remain below targets.
- Board members discussed the importance of communicating how equity initiatives and SEL supports fit alongside budget reductions.

5. Citizen Input

No public comment

6. Consent Agenda

Janece Payne made a motion to approve the Consent Agenda. Trish Walker seconded the motion. Discussion: None. Vote called:

JP - Aye

TW - Aye

JT - Aye

Consent agenda passes 3-0.

7. District Reports and Information

a. Comments from the Superintendent

Helena Chirinian reported on:

- **Cell Phone/Personal Device Policy:** Updates to “Devices Off. Learning On.” campaign aligning district policy with new state requirements.
- **Summer Operations:** Facilities/maintenance completed major summer prep; athletics and band camps were well-attended.
In-Service Week: Staff handbook and emergency preparedness handbook updates were rolled out; training included CPR, SafeSchools, and focused PD.
Back-to-School: Principals reported readiness; enrollment updates noted continued outflow to Baker Web Academy and early BHOA numbers

8. Action Items

- ##### a. Approve First Reads of Policies
- CCA Organizational Chart

Janece Payne made a motion to approve the first read of CCA Organizational Chart to reflect recent role changes in the district. Trish Walker seconded the motion. Discussion: None. Vote called:

JP - Aye

TW - Aye

JT - Aye

First read of policy passes 3-0.

9. Board Functions and Comments

Members expressed appreciation for staff preparation ahead of the new school year and underscored the importance of monitoring enrollment and online school trends

10. Key Dates and Calendar Updates

Board reviewed the upcoming calendar including September 17 Regular Meeting/Work Session and OSBA Annual Convention Nov. 6–8, 2025

11. Adjournment

Jay Trost adjourned the meeting at 6:18 p.m., and the Board moved on to a scheduled work session.

DRAFT Minutes

Brookings-Harbor School District School Board Work Session

August 20, 2025

Video available at:

https://www.youtube.com/live/l6QvS_8HpFE?si=745fMPKr5hYmr1zW&t=3909

In attendance:

Jay Trost, Board Chair

Trish Walker, Vice Chair

Janece Payne, Board Member

Helena Chirinian, Superintendent

Absent:

Alan Nidiffer, Board Member

Katherine Johnson, Board Member

1. Call Meeting to Order
Jay Trost called to order at 6:23 p.m.
2. Discussion Topic: Charter School/Charter District Considerations; Online School Strategy

The Board engaged in exploratory discussion on:

- **Charter District Feasibility:** Pros and cons of converting BHSD to a charter district model, including governance implications and potential autonomy in curriculum.
 - **Online Academy Strategy:** Reviewed enrollment flyer data showing **107 BHSD students attending Baker Web Academy** and declining BHOA participation (9 students in 2025–26). Superintendent Chirinian reported on preliminary conversations with **Graduation Alliance** for a potential transition model offering hybrid support and GED pathways.
 - Board members expressed interest in further analysis of ADM impacts, staffing requirements for in-person support, and community perceptions of online learning.
3. Future Work Session Topics:
Bond considerations
Superintendent annual goals
 4. The board did not recess to any executive session, choosing to wait until all 5 board members were present to do so at a future meeting.
 5. Adjournment
Jay Trost adjourned the meeting at 6:41 p.m.

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
ACCURATE LABEL DESIGNS INC						
		136846	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$150.95
AMAZON						
		136740	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	COMPUTER HARDWARE	\$544.09
		136740	GENERAL FUND	ELEMENTARY	SUPPLIES	\$454.41
		136740	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$414.88
		136778	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$192.92
		136778	GENERAL FUND	ELEMENTARY	SUPPLIES	\$95.66
		136778	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$54.27
		136778	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$202.98
		136778	GENERAL FUND	STAFF SERVICES	SUPPLIES	\$58.80
		136799	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$56.94
		136799	GENERAL FUND	ELEMENTARY	SUPPLIES	\$125.55
		136799	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,419.31
		136799	GENERAL FUND	LIFE SKILLS	SUPPLIES	\$179.89
		136799	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	(\$369.49)
		136848	GENERAL FUND	ALTERNATIVE EDUCATION	SUPPLIES	\$51.43
		136848	GENERAL FUND	ELEMENTARY	SUPPLIES	\$109.16
		136848	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$45.90
		136848	GENERAL FUND	LIFE SKILLS	SUPPLIES	\$39.99
		136848	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$78.44
		136848	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	SUPPLIES	\$97.36
		136848	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$50.72
				Total for AMAZON		\$3,903.21
BACKGROUND INVESTIGATION BUREAU, LLC						
		136741	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	DUES AND FEES	\$881.50
BEAMAN, JESS						

Brookings-Harbor School Dist. 17C

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From Date: 08/01/2025

To Date: 08/31/2025

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
BENNETT, MATTHEW H		136743	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	\$167.55
BIO-MED TESTING SERVICES INC		136801	GENERAL FUND	STAFF SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$79.00
BLUE STAR GAS		136744	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$48.26
BROOKINGS HARBOR MEDICAL CENTER		136746	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$200.00
		136802	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$200.00
		136850	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$200.00
				Total for BROOKINGS HARBOR MEDICAL CENTER		\$600.00
C & S FIRE-SAFE SERVICES, LLC.		136851	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$341.50
CANON FINANCIAL SERVICES INC.		136747	GENERAL FUND	ELEMENTARY	RENTALS	\$15.62
		136747	GENERAL FUND	FISCAL SERVICES	RENTALS	\$4.47
		136747	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$4.47
		136780	GENERAL FUND	ELEMENTARY	RENTALS	\$1,028.77
		136780	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	\$24.18
		136780	GENERAL FUND	FISCAL SERVICES	RENTALS	\$132.22
		136780	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	\$39.41
		136780	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	\$700.31
		136780	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$2.17
		136780	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	RENTALS	\$572.03

Brookings-Harbor School Dist. 17C

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136780	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	REPAIR AND MAINTENANCE	\$52.67
		136780	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	\$69.75
		136780	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	\$0.30
		136780	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	RENTALS	\$19.55
		136780	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	REPAIR AND MAINTENANCE	\$5.39
		136780	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$171.92
		136780	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	\$39.47
		136803	GENERAL FUND	ELEMENTARY	RENTALS	\$139.60
				Total for CANON FINANCIAL SERVICES INC.		\$3,022.30
CASCADE HOME CENTER						
		136748	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$429.98
		136781	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$275.84
		136805	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$21.97
				Total for CASCADE HOME CENTER		\$727.79
CHIRINIAN, HELENA						
		136782	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	TRAVEL	\$314.60
CITY OF BROOKINGS						
		136749	GENERAL FUND	STUDENT SAFETY	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$55,228.87
		136783	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	\$12,814.94
				Total for CITY OF BROOKINGS		\$68,043.81
COASTAL PAPER & SUPPLY INC						
		136750	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$4,151.88
		136784	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	REPAIR AND MAINTENANCE	\$70.40
		136784	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$279.24
		136806	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$912.10
				Total for COASTAL PAPER & SUPPLY INC		\$5,413.62

Brookings-Harbor School Dist. 17C

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
COOS CURRY ELECTRIC CO-OP INC						
		136751	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$12,440.46
		136807	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$831.28
Total for COOS CURRY ELECTRIC CO-OP INC						\$13,271.74
CORPENING, DANIELLE L						
		136854	GENERAL FUND	STAFF SERVICES	SUPPLIES	\$20.45
COSA						
		136855	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	TRAVEL	\$1,264.00
CRESCENT CITY JAYCEES						
		136752	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$180.00
CROWE, PEGGY D						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
CTR INC						
		136753	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	\$5,946.78
		136753	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE	\$971.25
Total for CTR INC						\$6,918.03
CURRY EQUIPMENT-BROOKINGS						
		136809	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$207.95
DEL NORTE MUSIC BOOSTERS						
		136856	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$580.00
DEVOS, CYNTHIA D						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
EPI SCHOOL SUPPLIES						
		136810	GENERAL FUND	ELEMENTARY	SUPPLIES	\$18,765.67
ESS WEST, LLC						
		0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes	\$1,030.68
		0	GENERAL FUND	MAINTENANCE SERVICES	ESS Classified Substitutes	\$3,566.85

Brookings-Harbor School Dist. 17C

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Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
		0	GENERAL FUND	OTHER PLANT OPER. & MAINTENANCE	ESS Classified Substitutes		\$138.97
		0	GENERAL FUND	Summer School Programs	ESS Certified Substitutes		\$404.98
		0	GENERAL FUND	Undesignated	Prepaid Expenses		(\$1,179.75)
				Total for ESS WEST, LLC			\$3,961.73
ESTELLE, RALPH		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
FERGUSON, GARRETT D		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
FIELDPRINT, INC.		136785	GENERAL FUND	FISCAL SERVICES	DUES AND FEES		\$25.00
FOLLETT SOFTWARE LLC		136786	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	DUES AND FEES		\$5,303.76
GARRETT HEMANN ROBERTSON PC		136789	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES		\$532.00
H&S ENERGY GROUP		136756	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL		\$165.50
		136811	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL		\$247.22
				Total for H&S ENERGY GROUP			\$412.72
HERNANDEZ, FRANK A		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings		\$250.00
KIMBALL MIDWEST		136760	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES		\$91.20
LANGUAGE LINE SERVICES, INC.		136761	GENERAL FUND	INTERPRETATION AND TRANSLATION	NON INSTRUCTIONAL PROFESSIONAL & TECH		\$125.00
LEWIS NORFLEET		136859	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES		\$1,500.00

Brookings-Harbor School Dist. 17C

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Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
LOPEZ, JENNIFER		136762	GENERAL FUND	STAFF SERVICES	TRAVEL	\$182.30
LOPEZ, JENNIFER C		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
MISSION LINEN SUPPLY		136763	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$53.54
		136791	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$53.54
				Total for MISSION LINEN SUPPLY		\$107.08
MORIN'S SCREEN PRINT		136813	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$1,958.80
NAPA AUTO PARTS		136792	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$23.92
NATIONAL STUDENT CLEARINGHOUSE		136764	GENERAL FUND	GUIDANCE SERVICES	DUES AND FEES	\$595.00
NIGH, VICKIE		136793	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	\$228.45
NWAPA		136861	GENERAL FUND	HIGH SCHOOL PROGRAMS	DUES AND FEES	\$1,000.00
OREGON CAREER INFO SYSTEM		136815	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$2,383.18
OREGON SMALL SCHOOLS ASSOCIATION		136863	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	DUES AND FEES	\$1,500.00
OSBA		136766	GENERAL FUND	BOARD OF DIRECTORS	DUES AND FEES	\$800.00
PACIFIC RIM COPY CENTER		136864	GENERAL FUND	ELEMENTARY	SUPPLIES	\$210.20
PAYNE, JANECE						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

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From Date: 08/01/2025

To Date: 08/31/2025

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136817	GENERAL FUND	BOARD OF DIRECTORS	TRAVEL	\$607.55
PBISAPPS - EDUCATIONAL & COMMUNITY SUPP						
		136865	GENERAL FUND	OFFICE OF THE PRINCIPAL	COMPUTER SOFTWARE	\$1,200.00
PETTY CASH CUSTODIAN 3						
		136818	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$150.00
PURCHASE POWER						
		136819	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$500.00
QUILL CORPORATION						
		136794	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,655.09
		136794	GENERAL FUND	FISCAL SERVICES	SUPPLIES	(\$28.93)
		136794	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$273.73
		136794	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$427.60
		136820	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,594.77
		136820	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,418.75
		136866	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,325.46
		136866	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$606.09
				Total for QUILL CORPORATION		\$7,272.56
RASKAUSKAS-COONS, NANCY						
		136767	GENERAL FUND	INFORMATION SERVICES	TRAVEL	\$162.25
ROCHESTER 100 INC						
		136821	GENERAL FUND	ELEMENTARY	SUPPLIES	\$760.00
SAIF CORPORATION						
		136769	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$1,909.96
SCHOOL DATEBOOKS, INC.						
		136770	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$1,331.24
SCHOOL NURSE SUPPLY, INC.						
		136868	GENERAL FUND	NURSE SERVICES	SUPPLIES	\$2,409.25
SECURITYMETRICS, INC.						

Brookings-Harbor School Dist. 17C

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136771	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$5,425.00
TRADEWIND SIGNS						
		136823	GENERAL FUND	ELEMENTARY	SUPPLIES	\$150.00
TYREE OIL, INC						
		136824	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$2,259.31
UMPQUA BANK						
		0	GENERAL FUND	ELEMENTARY	SUPPLIES	\$78.82
		0	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$2,638.96
		0	GENERAL FUND	FISCAL SERVICES	TRAVEL	\$200.00
		0	GENERAL FUND	INFORMATION SERVICES	SUPPLIES	\$116.70
		0	GENERAL FUND	INFORMATION SERVICES	TRAVEL	\$926.55
		0	GENERAL FUND	INSTR. STAFF DEVELOPMENT	SUPPLIES	\$58.50
		0	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	(\$18.96)
		0	GENERAL FUND	STAFF SERVICES	TRAVEL	\$69.00
		0	GENERAL FUND	TECHNOLOGY SERVICES	NON CONSUMABLE SUPPLIES	\$229.00
		0	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$479.90
				Total for UMPQUA BANK		\$4,778.47
US CELLULAR						
		136776	GENERAL FUND	ALTERNATIVE EDUCATION	TELEPHONE	\$48.29
		136776	GENERAL FUND	ELL-ORS	TELEPHONE	\$48.29
		136776	GENERAL FUND	NURSE SERVICES	TELEPHONE	\$96.58
		136776	GENERAL FUND	STUDENT SAFETY	TELEPHONE	\$48.29
		136776	GENERAL FUND	TECHNOLOGY SERVICES	Other Communication Services	\$185.40
		136873	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$649.67
		136873	GENERAL FUND	TECHNOLOGY SERVICES	Other Communication Services	\$570.80
				Total for US CELLULAR		\$1,647.32
WALLIN, TERI A						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 100		GENERAL FUND				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00	
WESEL, DUSTIN						
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00	
WEST COAST PAPER INC						
	136825	GENERAL FUND	ELEMENTARY	SUPPLIES	\$291.60	
	136825	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$291.60	
	136825	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$291.60	
	136825	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$291.60	
	136825	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$162.00	
	136825	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$291.60	
	136875	GENERAL FUND	ELEMENTARY	SUPPLIES	\$291.60	
	136875	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$291.60	
	136875	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$291.60	
	136875	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$291.60	
	136875	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$162.00	
	136875	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$291.60	
			Total for WEST COAST PAPER INC		\$3,240.00	
ZIPLY FIBER						
	136777	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	\$2,531.02	
	136826	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	\$2,562.87	
			Total for ZIPLY FIBER		\$5,093.89	
ZOLA'S ON THE WATER						
	136827	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$440.00	
			Total for GENERAL FUND		\$188,429.07	

Fund: 202		Title I-A				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
AMAZON						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 202		Title I-A				Amount
Remit Name	Check#	FUND	FUNCTION	OBJECT		
	136740	Title I-A	TITLE 1A PROGRAM	SUPPLIES		\$49.75
	136799	Title I-A	TITLE 1A PROGRAM	SUPPLIES		\$49.75
			Total for AMAZON			\$99.50
SCHULTZ, JAMIE	136822	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES		\$950.00
SCHULTZ, KARI	136869	Title I-A	COMMUNITY SERVICES	TRAVEL		\$3,418.97
			Total for Title I-A			\$4,468.47
Fund: 215		E-RATE FUTURE TECHNOLOGY FUNDS				Amount
Remit Name	Check#	FUND	FUNCTION	OBJECT		
BEACON BROADBAND	136742	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	Other Communication Services		\$23.87
			Total for E-RATE FUTURE TECHNOLOGY FUNDS			\$23.87
Fund: 221		YTP GRANT				Amount
Remit Name	Check#	FUND	FUNCTION	OBJECT		
US CELLULAR	136776	YTP GRANT	YOUTH TRANSITION PROGRAM	TELEPHONE		\$48.29
			Total for YTP GRANT			\$48.29
Fund: 251		SCHOOL IMPROVEMENT ACCOUNT (SIA)				Amount
Remit Name	Check#	FUND	FUNCTION	OBJECT		
AMAZON	136848	SCHOOL IMPROVEMENT ACCOUNT (SIA)	ELEMENTARY	SUPPLIES		\$551.86
			Total for SCHOOL IMPROVEMENT ACCOUNT (SIA)			\$551.86
Fund: 252		HIGH SCHOOL SUCCESS - M98				Amount
Remit Name	Check#	FUND	FUNCTION	OBJECT		
CANON U.S.A., INC.						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 252 HIGH SCHOOL SUCCESS - M98		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136804	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	RENTALS	\$0.00
		136804	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$6.93
				Total for CANON U.S.A., INC.		\$6.93
INTERVAL TECHNOLOGY PARTNERS LLC						
		136758	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$3,680.00
				Total for HIGH SCHOOL SUCCESS - M98		\$3,686.93

Fund: 261 Miscellaneous		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
OREGON SHAKESPEARE FESTIVAL ED OFFICE						
		136862	Miscellaneous	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,080.00
				Total for Miscellaneous		\$1,080.00

Fund: 272 Furniture Fund		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
AMAZON						
		136740	Furniture Fund	STAFF SERVICES	NON CONSUMABLE SUPPLIES	\$604.90
		136778	Furniture Fund	STAFF SERVICES	NON CONSUMABLE SUPPLIES	(\$134.05)
				Total for AMAZON		\$470.85
				Total for Furniture Fund		\$470.85

Fund: 274 HS Co-Curricular		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
ARCATA HIGH SCHOOL VOLLEYBALL						
		136779	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$300.00
ARMORZONE ATHLETICS						
		136800	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$4,374.00
HEALTH SPECIAL RISK, INC						
		136858	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$580.78
OSAA						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 274 HS Co-Curricular		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136816	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$4,430.00
SOUTHERN OREGON SOCCER OFFICIALS ASSOC.						
		136772	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$5,743.50
ST. MARY'S SCHOOL						
		136795	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$500.00
SUTHERLIN HIGH SCHOOL						
		136871	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$200.00
WALLIN III, LAWRENCE K						
		136828	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$105.75
Total for HS Co-Curricular						\$16,234.03

Fund: 275 Azalea MS Athletics		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
HEALTH SPECIAL RISK, INC						
		136858	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	DUES AND FEES	\$580.79
Total for Azalea MS Athletics						\$580.79

Fund: 283 TEXTBOOK ADOPTION		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
HUMAN KINETICS, INC.						
		136757	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	TEXTBOOKS	\$15,290.88
		136790	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS	\$34,664.00
Total for HUMAN KINETICS, INC.						\$49,954.88
Total for TEXTBOOK ADOPTION						\$49,954.88

Fund: 285 FACILITY MAINTENANCE		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
ADVANCED SECURITY SYSTEMS						
		136739	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$5,016.00

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 285		FACILITY MAINTENANCE				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
	136739	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$9,228.60	
			Total for ADVANCED SECURITY SYSTEMS			\$14,244.60
AMAZON						
	136740	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$875.77	
	136778	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$503.34	
	136799	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$793.74	
	136848	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$59.98	
			Total for AMAZON			\$2,232.83
BP SPRAY SERVICE						
	136849	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$1,475.00	
BROOKINGS ELECTRONIC SERVICE, INC						
	136745	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$2,210.83	
C & S FIRE-SAFE SERVICES, LLC.						
	136851	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,724.13	
CASCADE HOME CENTER						
	136748	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$2,922.74	
COASTAL HEATING, LLC						
	136852	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$675.00	
CTR INC						
	136808	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$152.00	
	136808	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$0.00	
			Total for CTR INC			\$152.00
DAL'S PEST CONTROL						
	136754	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$4,700.00	
GOLD BEACH LUMBER						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 285		FACILITY MAINTENANCE			
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	136755	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$65.93
	136857	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$29.94
			Total for GOLD BEACH LUMBER		\$95.87
LES SCHWAB TIRE CENTER INC					
	136812	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$194.96
NEW HOPE PLUMBING & BUILD					
	136765	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$472.00
RED SKY ROOFING					
	136768	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$7,640.00
	136867	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$13,807.42
			Total for RED SKY ROOFING		\$21,447.42
STRAHM'S SEALCOAT & STRIPING					
	136796	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$4,300.00
			Total for FACILITY MAINTENANCE		\$56,847.38
Fund: 286		TAP			
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ZCS ENGINEERING ARCHITECTURE					
	136876	TAP	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,125.00
			Total for TAP		\$1,125.00
Fund: 291		HIGH SCHOOL STUDENT BODY			
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ALL AMERICAN VOLLEYBALL CAMP					
	136847	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$2,730.00
AMAZON					
	136799	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$57.00

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 291 HIGH SCHOOL STUDENT BODY		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		136848	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$222.30
				Total for AMAZON		\$279.30
ARCATA HIGH SCHOOL VOLLEYBALL		136779	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$300.00
FOXY'S RESTAURANT		136787	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$4,125.00
FRESH PRINTS OF GOLD BEACH		136788	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$3,565.00
MARSHFIELD HIGH SCHOOL		136860	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$85.00
NECTAR OF LIFE COFFEE		136814	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$280.00
SWOFOA		136774	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$350.00
UMPQUA BANK		0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$941.91
				Total for HIGH SCHOOL STUDENT BODY		\$12,656.21

Fund: 299 Nutrition Services		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
COASTAL PAPER & SUPPLY INC		136853	Nutrition Services	FOOD SERVICES	SUPPLIES	\$568.62
CTR INC		136753	Nutrition Services	FOOD SERVICES	GARBAGE	\$2,609.97
ESS WEST, LLC		0	Nutrition Services	FOOD SERVICES	ESS Classified Substitutes	\$343.88
JOSEPHINE COUNTY HEALTH & HUMAN SVC DEPT		136759	Nutrition Services	FOOD SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$254.00
SUNRISE DISTRIBUTORS INC						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 299		Nutrition Services			
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	136773	Nutrition Services	FOOD SERVICES	FOOD	\$82.95
	136797	Nutrition Services	FOOD SERVICES	FOOD	\$89.50
	136870	Nutrition Services	FOOD SERVICES	FOOD	\$873.65
			Total for SUNRISE DISTRIBUTORS INC		\$1,046.10
SYSCO PORTLAND, INC.					
	136775	Nutrition Services	FOOD SERVICES	FOOD	\$1,312.17
	136798	Nutrition Services	FOOD SERVICES	FOOD	\$1,473.01
	136872	Nutrition Services	FOOD SERVICES	FOOD	\$6,165.39
			Total for SYSCO PORTLAND, INC.		\$8,950.57
UMPQUA BANK					
	0	Nutrition Services	FOOD SERVICES	DUES AND FEES	\$0.00
	0	Nutrition Services	FOOD SERVICES	FOOD	\$95.68
	0	Nutrition Services	FOOD SERVICES	SUPPLIES	\$0.00
	0	Nutrition Services	FOOD SERVICES	TRAVEL	\$0.00
			Total for UMPQUA BANK		\$95.68
US FOODS					
	136874	Nutrition Services	FOOD SERVICES	FOOD	\$4,435.72
ZIPLY FIBER					
	136777	Nutrition Services	FOOD SERVICES	TELEPHONE	\$161.56
	136826	Nutrition Services	FOOD SERVICES	TELEPHONE	\$163.59
			Total for ZIPLY FIBER		\$325.15
			Total for Nutrition Services		\$18,629.69

Fund: 410		CAPITAL PROJECTS			
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
RED SKY ROOFING					
	136768	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 BUILDING ACQUISITION	\$2,737.24

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2025-2026

Criteria: Report Sort: Fund

From Date: 08/01/2025

To Date: 08/31/2025

Fund: 410	CAPITAL PROJECTS				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	136867	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 BUILDING ACQUISITION	\$89,359.90
			Total for RED SKY ROOFING		\$92,097.14
			Total for CAPITAL PROJECTS		\$92,097.14
				Grand Total:	\$446,884.46

Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$188,429.07
202	Title I-A	\$4,468.47
215	E-RATE FUTURE TECHNOLOGY F	\$23.87
221	YTP GRANT	\$48.29
251	SCHOOL IMPROVEMENT ACCOU	\$551.86
252	HIGH SCHOOL SUCCESS - M98	\$3,686.93
261	Miscellaneous	\$1,080.00
272	Furniture Fund	\$470.85
274	HS Co-Curricular	\$16,234.03
275	Azalea MS Athletics	\$580.79
283	TEXTBOOK ADOPTION	\$49,954.88
285	FACILITY MAINTENANCE	\$56,847.38
286	TAP	\$1,125.00
291	HIGH SCHOOL STUDENT BODY	\$12,656.21
299	Nutrition Services	\$18,629.69
410	CAPITAL PROJECTS	\$92,097.14

End of Report

BROOKINGS-HARBOR SCHOOL DISTRICT 17C

Azalea Middle School
541-469-7427
FAX 541-469-7080

Brookings-Harbor High School
541-469-7598
FAX 541-412-8574

2025-2026 EXTRA-DUTY CONTRACT (This is a one year contract)

Your 2025-2026 school year, extra-duty assignment is listed below.

Employee:	Travis, Amanda
Mailing Address:	
Phone Number:	
Assignment:	Volleyball Asst Coach
Season:	8/25/25 to 10/23/2025
Salary:	\$2,531.00
School:	Azalea Middle School

Choose one:

(Employees who do not select a payment option below will be defaulted to 1 lump-sum payment at the end of the season).

I choose to be paid in one lump-sum at the end of the season.

or


I choose to be paid in equal amounts during the season.

Seasons are: **Fall:** Sept, Oct, Nov - 3 checks

Winter: Nov, Dec, Jan, Feb - 4 checks

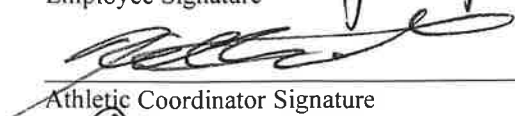
Spring: Feb, Mar, Apr, May - 4 checks

The season used for payment will be chosen by your Season End Date. If your season crosses the above schedules the later schedule will be used.

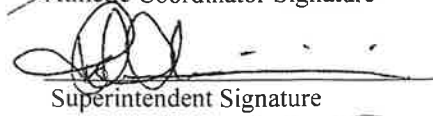

Employee Signature

8/29/25
Date

For Payroll Use Only:


Athletic Coordinator Signature

8/29/25
Date


Superintendent Signature

8/26/25
Date

9/17/25
Board Approval Date



BROOKINGS-HARBOR
"Every Student Can Succeed"

Brookings Harbor School District 17C

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

DONATION RECEIPT

City of Brookings

DONOR NAME

898 Elk Drive Brookings, OR 97415

MAILING ADDRESS, CITY, STATE, ZIP

Same

PHYSICAL ADDRESS, CITY, STATE, ZIP

541 469 2163 - Lu Ehlers

PHONE NUMBER

BROOKINGS-HARBOR SCHOOL DISTRICT TAX ID: 93-6000388

DONATION DESCRIPTION	
<i>Money for scrubs</i>	

OFFICE USE ONLY	
Received By:	
Date Received:	
Destination of Gift:	

Brookings-Harbor School District 17C

Code:
Adopted:

JHCD-AR

Medications**/*

{Required administrative regulation. The requirement comes from ORS 339.866 (2).}

Proposed changes added September 4, 2025; and Sept. 10, 2025

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions¹

- a. ["Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)]
- b. "Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. "Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. "Designated personnel" means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen, that is provided by the student family. (ORS 339.866; ORS 339.867)
- h. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat

¹ There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

- j. ["Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)]
- k. "Prescriber² means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
- l. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
- m. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
- n. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person³. During

² A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

³ An online training may qualify as "in-person" when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice;

- e. subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.
- The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
- f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Short-Acting Opioid Antagonists

{⁴} A short-acting opioid antagonist may be administered by any district personnel⁵ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The [principal] [or [school] [district] nurse] shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.]

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and

and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

⁴ {If the district plans to provide for, and administer a short-acting opioid antagonist, this bracketed language is highly recommended. If the district does not intend to provide and/or administer this medication, there is no requirement to include this language.}

⁵ Including district personnel who have not received medication administration training.

- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health care plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) **The giving of medication is at the discretion of the District Nurse.** A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - ~~(vii) Signature of the prescriber.~~

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The prescription medication is provided in the original prescription packaging by the student’s parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

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- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is:

- (i) Provided in the original manufacturer’s container by the student’s parent or guardian; or
- (ii) Is part of the district’s stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.

- (c) The written instruction and permission from the student’s parent or guardian for the administration of the nonprescription medication⁶ includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions, if any; and
- (vii) Signature of the student’s parent or guardian.

If the written instruction is not consistent with the manufacturer’s guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student’s prescriber is required and will include:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

⁶ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

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- b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
 - c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
 - d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
 - e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
 - f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
 - g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
 - h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
 - i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

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- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁷ and must have:
 - (a) The written permission of the student's parent or guardian;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited⁸;
- e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;

⁷ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

⁸ [Except for short-acting opioid antagonists.]

i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication[.] [;]

j. [The district allows the application of and use by students of **personal** nonprescription sunscreen **that is provided by the student family**, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.]

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.

b. Prescription medication must always be the most current prescription and kept in the original, labeled container.

c. Nonprescription medication must be kept in original manufacturer's bottle or box.

d. [Never administer medication sent to school in unlabeled containers.]

~~e. [Never repackage medication into a plastic bag or other container for any reason.]~~

f. [Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt [and initialed by the two individuals who counted or witnessed the procedure], documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the [school] [district] nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.]

g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.

h. [Medication will be secured as follows:

(1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;

(2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;

(3) Access to medication storage keys will be limited to the principal and designated personnel.]

i. [Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.]

j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian[, [school] [district] nurse] and principal will be notified immediately.

- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

- a. [Medication not picked up by the student's parent or guardian, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
 - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
 - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.]
- b. [Prescriptions will never be flushed down the toilet or drain or burnt with other waste.]
- c. [Sharps and glass will be disposed of in accordance with state guidelines.]
- d. [All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.]

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. [The MAR will be in paper⁹ or electronic form and will include, but not be limited to:
 - (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.]
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.

⁹ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

[Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-

administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the autoinjectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.]

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Brookings-Harbor School District 17C

Code: **JHCD/JHCDA-AR**
Adopted: 6/08/98
Revised/Readopted: 10/22/03; 10/16/13; 6/17/15;
11/18/15; 7/06/16; 3/07/18;
9/12/18; 4/15/20
Orig. Code: JHCD-AR

Medications**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber¹” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a

¹ A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon, or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel who is designated to administer medication pursuant to district policy and procedure.

2. Designated Personnel/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care programs on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designate personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. A statement that the designated personnel has received the required training, will be signed by the staff member and filed in each school.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained,

designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

D (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions, if any; and
- (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent's or guardian's, or student if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;

- d. It is the student's parent's or guardian's, or student if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of s medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in kindergarten through grade 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675 and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
 - (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

D

- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
- (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

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- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
 - c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
 - d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
 - e. Upon written request from a parent or guardian and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
 - f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
 - g. Permission to for a student to administer medication to themselves may be revoked if the student violates Board policy and/or this administrative regulation;
 - h. A student may be subject to discipline, up to and including expulsion, as appropriate;
 - i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.
8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
- a. Medication administered by designated personnel to a student or self administered by a student, must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such

medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian and training guidelines as may be recommended by the the ODE for administering all forms of prescription and/or nonprescription medications.

d. Medication will be secured as follows:

- (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box;
- (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or a separate refrigerator used solely for the storage of medication;
- (3) Access to medication storage keys will be limited to the principal and designated personnel.

e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.

f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

9. Emergency Response

a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately.

b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Disposal of Medications

a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:

- (1) Medication will be removed from its original container and personal information will be destroyed;
- (2) Solid medications will be crushed, mixed or dissolved in water and liquid medications will be mixed or dissolved in water; and
- (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
- (4) Placed in impermeable, nondescriptive containers, e.g., empty cans or sealable bags; and
- (5) Placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

- D** Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in 10. below.

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
- (1) The name of the student, name of the medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the school staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate, medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-414-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

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Personal Electronic Devices and Social Media

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;¹
2. Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee;
3. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
4. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP) or if permission is received from the student's teacher;
5. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
8. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
9. Students may not access social media websites using district equipment unless the access is approved by a district representative.

¹The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

September 2025: High School

Climate and Culture:

Our Freshman Soft Start was successful again this year. Link Crew and their advisors did a great job creating a welcoming environment for the freshmen on their first day. The students did team building activities and got to know each other, the link crew students, and our staff. They did a walk through of their schedules to learn their classes and for lunch we had a bbq for them. We've started PRIDE lessons again this year in advisory. We have six lessons on appropriate behavior in common areas and at events and then go deeper into what it means to have perseverance, respect, integrity, dignity, and excellence.

We had our Welcome Back assembly and Club Fair the second Friday of the school year. The students played a couple of games, which the seniors mostly won. We also recognized the grade levels for their different achievements at the end of last school year. The students got some ice cream bars and popsicles as a recognition for the work they put in. They enjoyed the as they visited the different club booths at the end of the assembly, before going to lunch. We had our Open House on September 9th. Parents came in and visited their students' teachers, saw some work in the halls that was recently completed, got some free swag from the district office, and were able to enjoy some nachos for dinner.

The students took our schoolwide survey on the 11th. After we finish surveying the students that missed it, we will review results and make plans for next steps.

Since September is Suicide Awareness month, short presentations will be given to students in advisory. We have had a leadership student, who is passionate about the subject, currently working with the counseling department to prepare for presentations. The student, with support, will present, because they want it to be more relatable and impactful coming from a peer as opposed to an adult at the school.

Academic Improvement:

During our beginning of the year PIR days, the teachers were given refresher training for Constructing Meaning. Constructing Meaning is a way to improve student engagement and incorporate more purposeful literacy across all subject areas. Over the summer, we sent two staff members to start the certification process to become Constructing Meaning trainers. They will continue to provide follow up training to the staff throughout the year.

This year, students have started taking literacy benchmark testing at the high school. We have two thirds of the students completed so far, and as soon as the rest have finished, we can look at classroom and grade level trends. We can also drill down and see how we can further help individual students that need extra help to reach proficiency at their grade level. This year we will look at what we can do for math benchmark testing so that we can also better overall support our students in math as well.

Attendance:

At the end of the month, we will pull attendance data to see what new trends we are seeing this year and compare what it looks like compared to last September. Students have been enjoying off campus lunches, and overall have been doing well making it back on time from lunch.

We have already started setting up meetings with families for students that had attendance issues last year that have started this year off the same way.

Azalea Middle School
Brookings, OR 97415
541-469-7427
Vickie Nigh, Principal
Nick Chapman, Vice Principal

September 2025 BOARD REPORT

We officially welcomed our 6th-grade students and new enrollees on August 25th. The day began with a shared breakfast, creating a warm community atmosphere. Following our meal, students attended a welcome assembly where our WEB leaders took charge, guiding the newcomers through various activities and tours. This initiative helped our 6th graders to settle in smoothly and feel at home in the gym during the closing assembly. By the end of the day, we ended with a lunch service at 11:45 AM, followed by students familiarizing themselves with their schedules.

Additionally, our Back to School Night on September 3rd was a success. Special thanks to the PTO for their donation of burger buns, while Cindy prepared delicious hamburgers and potato salad for families. From 4:30 to 5:00 PM, families enjoyed the meal and met staff members before exploring classrooms open until 7:00 PM. Special thanks to Helena for giving away Bruin Swag to students.

We also hosted a fun welcome back assembly on September 28th, where students challenged staff in free throw competitions, resulting in a spirited atmosphere. To further motivate students, we held a drawing for several different types of prizes. The feedback was overwhelmingly positive, with students describing the event as “fantastic and fun.” Our leadership class is currently planning additional school spirit assemblies for later in the year.

On the staff front, we are fortunate to welcome back our current team, with no new hires this year. We have focused on fostering strong relationships and ensuring a clear understanding of expectations. To support our teachers, I have reduced staff meetings to twice a month, providing them with more time for grading and family engagement. Moreover, we hosted a successful in-person training for our social studies curriculum last Wednesday.

To enhance our staff’s break and lunch experience, we relocated the staff room to the more spacious Room 16, which offers additional amenities. While this arrangement might be temporary, the feedback from our staff has been positive.

Lastly, I would like to share our attendance percentages for the period from August 25th to September 12th:

- 6th Grade: 93.90% (93 students)
- 7th Grade: 94.19% (94 students)
- 8th Grade: 90.64% (128 students)

Vickie Nigh



Maintenance Department

750 Fern Avenue
Brookings, OR 97415

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www.brookings.k12.or.us

To: Brookings Harbor 17C School Board

Re: Maintenance / Transportation Report September 12, 2025

I wanted to provide a quick update on maintenance and transportation.

Maintenance has been going very well. We're staying on top of our school duties as they come in. We are currently experiencing a few issues with the HVAC system in the third shelter at Kalmiopsis, and we are looking into replacement options.

On the Transportation side, we've successfully combined a few routes, which has been working out well overall. There are still a few bugs we're working through, but progress is steady.

Jess Beaman

Maintenance Director

Brookings-Harbor School District 17C



Brookings-Harbor School District

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Athletics & Activities

September 2025 Board Report

All fall activities are up and running. Numbers seem to be about the same as last year. We will travel and host roughly 125 contests over the next 8 weeks, with almost 60 of them being home contests. On top of that, the music department will also have several competitions including a day camp/clinic/competition on the turf field at the end of the month. Needless to say, plenty of opportunities for families and spectators to come on out and support the Bruins.

High school activities will be showcased during Homecoming Week from September 22nd through the 27th. Highlights include: Volleyball and Girls soccer on the 23rd, Boys Soccer on the 25th, Football on the 26th and the dance on Saturday the 27th. Also, Powder Puff Football will be Wednesday the 24th.

Cross Country hosted their annual event at Salmon Run Golf Course. We really want to help this event grow as the course is an amazing place for it. Middle school cross country will be hosting this Thursday with large numbers expected to attend. Special thanks to Chris Clarke and all the management up there for allowing us to do this.

Middle School has almost all their competitions on Mondays and Wednesdays. Every week until the end of October will have at least one home competition to come on out and watch them grow and expand their skills to prepare for high school.

Transportation continues to work their tails off to help us get to events while being shorthanded. We truly appreciate all they are doing to help.

Lastly, special thanks to all our ticket takers, supervisors, officials, and spectators at all our events. These activities cannot run smoothly without all their support and we truly appreciate their efforts and sportsmanship to ease the stress of such a crazy time of year.

GO BRUINS!

Keith Wallin, Athletics & Activities Director



Brookings-Harbor School District

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

District Communications September 2025

Back-to-School Community Nights & Open Houses

- **Kalmiopsis Elementary School** – Families enjoyed a free spaghetti dinner, a community resource fair with about a dozen tables from local organizations that serve youth, a successful Fall Book Fair, and a short concert by the 4th and 5th grade choir.
- **Azalea Middle School** – Families shared barbecue together, then rotated through an abbreviated classroom schedule to meet each teacher.
- **Brookings-Harbor High School** – The open house featured a free meal and a special session hosted by the BHHS Counseling Department on Dual Credit Opportunities.

Special Engagement Touches

- **“Welcome Back, Bruins!” Letters** – The large lawn display returned this year. The letters remain in good condition, and we anticipate several more years of use.
- **Bruin Gear Giveaway** – Families received high-quality apparel and gear, thanks to two unique sources: 1) Extra BHSD Bruin blankets and coaster sets from the June staff celebration, and August staff inservice events. 2) A large donation of hundreds of pieces of unsold BHHS apparel was received when the Rite Aid in Harbor closed in June. The result was a truly special giveaway that built school spirit and maximized community resources.

The start of the school year has already been packed with events including opening athletics competitions for all fall teams, school picture day with LifeTouch and vision screenings with the BH Lions Club districtwide. Schools kept up traditions such as an ice cream social for kindergarten families and the Opening Flag Ceremony at KSchool, Link Crew and WEB student orientations, and spirit assemblies at the middle and high school where upperclassmen welcome newcomers. Mark your calendar, because Homecoming comes early this year! Here is a selected list of programs and activities coming up to round out Q1 of the 2025-26 school year:

September

- Senior Info Night | 6:00–7:00 PM | Sept 17 | BHHS
- Advantage Dental - free screenings | Sept 22–25 | Kalmiopsis
- Homecoming/Spirit Week | Sept 22–26 | AMS/BHHS
- Powder Puff | 7:00–8:00 PM | Sept 24 | BHHS
- Pep Rally, Noise Parade & Homecoming Football Game | Sept 26 | BHHS
- Regional HS Marching Band Clinic | Sept 27 | BHHS
- Homecoming Dance | 8:00–11:00 PM | Sept 27 | BHHS Gym
- Hearing Screenings | 8:00 AM | Sept 30 | Kalmiopsis

October

- FAFSA Info Night | 6:00–7:00 PM | Oct 1 | BHHS
- Annual Parking Lot Movie Night | 7:30–9:00 PM | Oct 3 | Kalmiopsis
- Academic Excellence Day | Oct 15 | BHHS
- Red Ribbon Week | Oct 20–24 | Kalmiopsis
- Blood Drive | Oct 23 | BHHS Gym
- Fall Carnival (PTO) | 5:30–7:00 PM | Oct 24 | AMS
- No School – End of 1st Quarter | Oct 24 | BHHS

All online staff directories are up-to-date with images on the district and school websites to help families get to know new and returning teachers and staff.



Nancy Raskauskas-Coons, Communications Coordinator

Stay Connected: Brookings-Harbor School District: Web: brookings.k12.or.us/; Social: facebook.com/BHSD17C/



Technology Department

629 Easy Street (Mailing)

580 Fern Ave (Physical)

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www.brookings.k12.or.us

September 2025 Board Report

During the months of June, July and August the IT department received 338 new tickets with 243 of the new tickets being received in August as Staff and Students returned from Summer Break. During that same time period we closed 321 open tickets. So far in September we have received 102 new tickets.

This past Summer Break has been a busy one, as usual, for the Technology Department. At the end of June, we completed the switch to Beacon Broadband who will be our district internet provider for the next several years. Thanks to advanced planning and coordination, the switch went extremely smooth with network downtime during the migration being less than 15 minutes. We also worked throughout the summer on deploying updated network equipment throughout the district to continue working on our goal of increasing network coverage, redundancy and reliability. A big part of our efforts this summer were spent on deploying updated wireless access points throughout the district to improve uptime and seamless network coverage, especially in areas where there are a high number of student devices needing to connect to the network for learning purposes.

As the Summer Break came to an end and staff started coming back, our priorities shifted to making sure that staff devices were set up and working properly as well as ensuring student Chromebook devices were ready for distribution to students during the first few of days of school. All in all, this school year beginning seems to have been the smoothest since I have been here.

As always, I appreciate my hard-working, diligent staff that take pride in doing a great job making sure that the technology tools we utilize in the district are working properly and positively contribute to the educational environment of our district.

Sincerely,

Bruce Raleigh

Director of Technology



Brookings-Harbor School District

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www.brookings.k12.or.us

Food Services September 2025 Board Report

Right out the gate I'm going to start with the numbers.

Kalmiopsis fed 896 breakfast and 1,070 lunch in the 3 days they got to serve 551 students in August. Last year Kalmiopsis fed 872 breakfast and 936 lunch in the 3 days in August with a count of 555 enrolled.

Azalea fed 377 breakfast and 875 lunch to 324 enrolled students in the 5 days in August. Last year Azalea fed 442 breakfast and 890 lunch to 313 enrolled students.

BHHS fed 164 breakfast and 362 lunch to 396 enrolled students in the 4 days we got to serve the students in August. Last year BHHS fed 205 breakfast and 519 lunch to 453 enrolled students in the 4 days.

The following attachment is August Free and Reduced counts for each school. Even though we do not take in applications at this time because we are a "Community Eligible" district, we do still account for all students on SNAP and or medicaid.

This year we have off campus for all students at BHHS. As you can see by the numbers we have already taken a little bit of a hit to our food program. I have been vigorously trying to come up with a better way to reel our students back in to eat lunch.

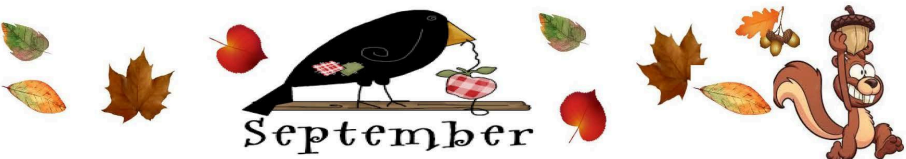
Just a few things to mark on your calendars. October we will be celebrating National School lunch October 13-17. The theme is "Taste the world, your school lunch Passport."

In March, the state will be conducting an administrative review. These types of reviews happen every 3 years. I will be expecting summer foods as well to follow.

We have all our familiar cafeteria staff back and they are ready to serve everyday with a smile.

Along with eligibility counts I have included the September menus

~ Cindy Devos



September

Most Favorite Monday	Tortilla Tuesday	Wild Card Wednesday	Throw Back Thursday	Finger Food Friday
1 LABOR DAY No School!	2 Pancake on a Stick Bean n Cheese Burrito	3 Breakfast Bar w/Cheese Stick Chicken n Waffles	4 Biscuit N Gravy Chili Mac W/Roll	5 Muffin w/Chez stick Turkey Sandwich Chips
8 Apple Fruddal w/Cheese Stick Cheese Burger	9 Blue Berry Coffee Cake w/Cheese Stick Chicken Ranch Wrap Chips	10 French Toast Sticks W/Sausage Walking Taco	11 Breakfast Burrito Meaty Spaghetti w/Roll	12 Bagelfuls Combo Sub
15 Cinni Mini w/Cheese Stick Chicken Nuggets W/Roll	16 Pancake on a Stick w/Cheese Stick Cheese Quesadilla	17 Breakfast Bar w/Cheese Stick Pulled Pork on a Bun	18 Biscuit N Gravy Local Tuna Casserole W/Roll	19 Muffin w/Chez stick Monte Cristo
22 Apple Fruddal w/Cheese Stick Corn dog	23 Peach Coffee Cake w/Cheese Stick Hot Ham n Chez Wrap Chips	24 French Toast Sticks W/Sausage Local Tuna Casserole W/Roll	25 Breakfast Burrito Square Pizza	26 Bagelfuls Charcuterie
29 Cinni Mini w/Cheese Stick Super Nachos	30 Pancake on a Stick Beef Taco	"Brookings-Harbor School District is an equal opportunity provider"		

**KALMIOPSIS
2025
MENU**

All Students Eat Free!
Adult Breakfast \$4
Adult Lunch \$6.00
 Breakfast includes choice of cereal or entrée along with Fresh fruit, assorted 100% juice, and 1% white or nonfat chocolate milk.
Lunch includes but not limited to: variety of fruits, vegetables, legumes, various made salads, assorted cheeses, salad toppers, and condiments.
MENU SUBJECT TO CHANGE



Hello SEPTEMBER



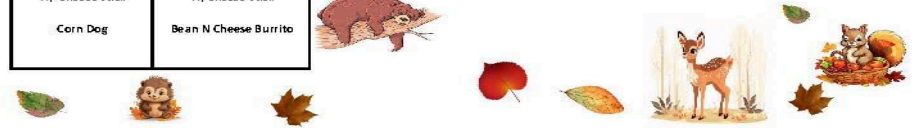
1 LABOR DAY No School!	2 Breakfast Bar W/Cheese Stick Chicken Quesadilla	3 Biscuit N Gravy Local Tuna Casserole W/Roll	4 Sunrise Wrap Sloppy Joe Slider Tots	5 Muffin W/Cheese Stick Charcuterie
8 Breakfast Burrito Chicken Strips W/Roll	9 Mini Cinni W/Cheese Stick Philly Cheese Steak Wrap Chips	10 Biscuit N Gravy Buffalo Or BBQ Chicken Sisters	11 Pancake On A Stick Pulled Pork On A Bun	12 WG Poptart W/Cheese Stick Cuban Sub Chips
15 Apple Fruddal W/Cheese Stick Cheese Burger	16 Breakfast Bar W/Cheese Stick Street Tacos	17 Biscuit N Gravy Chicken N Waffles	18 Sunrise Wrap Chili Fritos W/Corn Bread	19 Muffin W/Cheese Stick Turkey Club Sub Chips
22 Breakfast Burrito Piggy Nachos	23 Mini Cinni W/Cheese Stick Siracha Chicken Wrap Chips	24 Biscuit N Gravy Walking Taco Bar	25 Pancake On A Stick Square Pizza	26 WG Poptart W/Cheese Stick Monte Cristo
29 Apple Fruddal W/Cheese Stick Corn Dog	30 Breakfast Bar W/Cheese Stick Bean N Cheese Burrito	"Brookings-Harbor School District is an equal opportunity provider"		

**AZALEA
MENU
2025**

All student
Meals are FREE!

-Breakfast Daily-
 Assortment of bagels, hot & cold cereal, 100% juice, yogurt parfait, fresh fruits, 1% white milk, and non fat chocolate milk.

-Lunch Daily-
 Two salad bars consisting of a wide variety of fruits, vegetables, legumes, cheese, proteins, salad toppers, and condiments! And a Sandwich Option
Menu Subject to Change





HELLO
September

HOME OF THE BRUINS



1 LABOR DAY No School!	2 Breakfast Bar W/Cheese Stick Chicken Quesadilla	3 Biscuit N Gravy Local Tuna Cassarole W/Roll	4 Sunrise Wrap 5 Sloppy Joe Slider Tots	5 Muffin W/Cheese Stick Charcuterie
8 Breakfast Burrito Chicken Strips W/Roll	9 Mini Cinni W/Cheese Stick Philly Cheese Steak Wrap Chips	10 Biscuit N Gravy Buffalo Or BBQ Chicken Sliders	11 Pancake On A Stick Pulled Pork On A Bun	12 WG Poptart W/Cheese Stick Cuban Sub Chips
15 Apple Fruddal W/ Cheese Stick Cheese Burger	16 Breakfast Bar W/Cheese Stick Street Tacos	17 Biscuit N Gravy Chicken N Waffles	18 Sunrise Wrap Chili Fritos W/Corn Bread	19 Muffin W/Cheese Stick Turkey Club Sub Chips
22 Breakfast Burrito Piggy Nachos	23 Mini Cinni W/Cheese Stick Siracha Chicken Wrap Chips	24 Biscuit N Gravy Walking Taco Bar	25 Pancake On A Stick Square Pizza	26 WG Poptart W/Cheese Stick Monte Cristo
29 Apple Fruddal W/ Cheese Stick Corn Dog	30 Breakfast Bar W/Cheese Stick Bean N Cheese Burrito	"Brookings -Harbor School District is an equal opportunity provider"		



BHHS
MENU 2025
All student Meals are FREE!
-Breakfast Daily-
Assortment of bagels, hot & cold cereal, 100% juice, String Cheese, self serve yogurt parfait bar, fresh fruits, 1% white milk, and non fat chocolate milk.
-Lunch Daily-
Two Full salad bars consisting of a wide variety of fruits, vegetables, legumes, cheese, proteins, salad toppers, and condiments! And a Deli bar with different choices of Sandwiches.
Menu Subject to Change



Free and Reduced In-District: On average last month, Kalmiopsis had 53.63% free lunch eligible students, and 5.50% reduced cost lunch eligible students. Azalea had 55.14% free, and 2.91% reduced. BHHS had 47.08% free and 4.03% reduced.

100 GENERAL FUND | Revenue & Expense Summary

Fiscal Year 2025 - 2026

For the Period Ending August 31, 2025

	Period 1 Actual Jul '25	Period 2 Actual Aug '25	Period 3 Projected Sept '25	Period 4 Projected Oct '25	Period 5 Projected Nov '25	Period 6 Projected Dec '25	Period 7 Projected Jan '26	Period 8 Projected Feb '26	Period 9 Projected Mar '26	Period 10 Projected Apr '26	Period 11 Projected May '26	Period 12 Projected Jun '26	Projected 2025-26 Totals	Adopted 2025-26 BUDGET	% of Budget
REVENUES															
STATE SCHOOL FUND FORMULA:															
Local Taxes	-	-	22,723	28,678	6,358,091	164,230	227,111	83,748	209,904	68,513	51,135	162,838	7,376,972	7,422,263	0%
County School Funds	-	-	25,140	6,516	-	-	537	-	292	20,389	-	87,126	140,000	140,000	0%
State School Fund	1,559,481	779,273	760,229	760,229	764,796	765,641	797,140	813,475	767,881	745,309	786,486	65,678	9,365,617	9,308,463	25%
Common School Fund	-	-	13,989	13,989	14,073	14,089	14,668	14,969	14,130	13,715	14,472	1,209	129,304	171,288	0%
State Managed Timber	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSF Formula Total	1,559,481	779,273	822,081	809,412	7,136,961	943,961	1,039,457	912,191	992,208	847,925	852,094	316,850	17,011,893	17,042,014	14%
Local Sources (1000)	80,015	21,895	32,751	21,384	20,037	64,660	31,330	27,275	48,679	24,708	18,304	60,035	451,074	421,600	19%
Intermediate Sources (2000)	-	-	71,830	18,617	-	-	1,533	-	835	58,254	-	248,931	400,000	400,000	0%
State Sources (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Sources (4000)	-	-	-	-	-	-	-	-	-	216,320	832,967	(36,262)	1,013,025	1,013,025	0%
Other Sources (5000)	-	-	458	-	329	-	65	104	1,067	278	1,698	-	4,000	4,000	0%
Total Operating Revenue	1,639,496	801,168	927,120	849,413	7,157,327	1,008,620	1,072,385	939,570	1,042,789	1,147,486	1,705,063	589,554	18,879,992	18,880,639	13%
Beginning Fund Balance (5400)	2,985,200	-	-	-	-	-	-	-	-	-	-	46,755	3,031,955	2,800,000	107%
Total Monthly Revenues	4,624,696	801,168	927,120	849,413	7,157,327	1,008,620	1,072,385	939,570	1,042,789	1,147,486	1,705,063	636,309	21,911,947	21,680,639	25%
CUMULATIVE RESOURCES	4,624,696	5,425,864	6,352,984	7,202,397	14,359,724	15,368,345	16,440,730	17,380,300	18,423,090	19,570,575	21,275,638	21,911,947			
EXPENDITURES BY OBJECT															
Salaries (100)	202,362	211,187	794,640	782,102	769,817	757,397	744,897	769,627	776,636	768,909	778,352	1,686,975	9,042,903	9,082,670	5%
Employee Benefits (200)	112,967	113,134	493,089	492,612	487,492	487,300	480,206	492,434	499,922	494,250	552,161	1,177,111	5,882,679	5,911,885	4%
Purchased Services (300)	25,804	109,563	95,230	146,595	126,551	184,471	146,402	172,163	260,330	180,552	206,478	307,398	1,961,536	1,976,840	7%
Supplies & Materials (400)	60,686	64,686	164,034	85,611	69,221	53,791	70,319	73,774	66,353	64,516	90,196	194,798	1,057,986	1,092,744	11%
Capital Outlay (500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance/Other (600)	429,668	10,105	10,830	3,413	4,121	1,860	7,390	1,722	4,130	6,238	2,043	2,989	484,510	485,500	91%
Interfund Transfers (700)	1,131,000	-	-	-	-	-	-	-	-	-	-	-	1,131,000	1,131,000	100%
Total Operating Expenditures	1,962,487	508,675	1,557,823	1,510,333	1,457,203	1,484,819	1,449,214	1,509,721	1,607,372	1,514,467	1,629,231	3,369,270	19,560,612	19,680,639	13%
Contingency (810)	-	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000	200,000	0%
Unapprop. Ending Fund (820)	-	-	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	1,800,000	1,800,000	0%
Total Monthly Expenditures	1,962,487	508,675	1,757,823	1,710,333	1,657,203	1,684,819	1,649,214	1,709,721	1,807,372	1,714,467	1,829,231	3,569,270	21,560,612	21,680,639	11%
CUMULATIVE EXPENDITURES	1,962,487	2,471,161	4,228,984	5,939,317	7,596,520	9,281,338	10,930,552	12,640,273	14,447,645	16,162,111	17,991,342	21,560,612			
EXPENDITURES BY FUNCTION															
Instruction (1000)	44,577	51,382	788,630	810,199	774,095	787,379	754,441	806,415	826,977	779,491	850,357	1,789,481	9,063,424	9,445,245	1%
Support Services (2000)	786,910	457,293	769,193	700,134	683,108	697,440	694,773	703,306	780,395	734,976	778,874	1,579,789	9,366,188	9,104,394	14%
Enterprise & Comm Svc (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities Acq & Constr (4000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Uses (5000)	1,131,000	-	-	-	-	-	-	-	-	-	-	-	1,131,000	1,131,000	100%
Total Operating Expenditures	1,962,487	508,675	1,557,823	1,510,333	1,457,203	1,484,819	1,449,214	1,509,721	1,607,372	1,514,467	1,629,231	3,369,270	19,560,612	19,680,639	13%
Contingencies (6000)	-	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000	200,000	0%
Unapprop. Ending Fund (7000)	-	-	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	1,800,000	1,800,000	0%
Total Monthly Expenditures	1,962,487	508,675	1,757,823	1,710,333	1,657,203	1,684,819	1,649,214	1,709,721	1,807,372	1,714,467	1,829,231	3,569,270	21,560,612	21,680,639	11%
CUMULATIVE EXPENDITURES	1,962,487	2,471,161	4,228,984	5,939,317	7,596,520	9,281,338	10,930,552	12,640,273	14,447,645	16,162,111	17,991,342	21,560,612			

Brookings-Harbor School District

Enrollment Comparison 2025-2026/2024-2025 /2023-2024

Current as of September 9, 2025

Grade	September			October			November			December			January			February			March			April			May			June		
	2025	2024	2023	2024	2023	2022	2024	2023	2022	2024	2023	2022	2025	2024	2023	2025	2024	2023	2025	2024	2023	2025	2024	2023	2025	2024	2023	2025	2024	2023
K	79	80	87	81	88	103	81	89	107	80	88	106	81	87	109	81	88	108	81	87	107	82	83	109	83	83	109	83	83	108
1	81	86	101	87	101	106	86	102	106	87	103	103	86	103	102	86	103	100	89	103	101	89	102	101	91	100	100	90	98	101
2	95	103	92	100	92	100	100	91	100	100	91	98	103	92	95	102	92	97	102	93	97	101	94	95	103	95	95	103	94	98
3	105	98	89	96	89	97	97	92	98	97	90	98	98	91	97	100	89	91	99	89	91	101	88	92	102	87	92	102	86	93
4	108	88	89	87	90	86	87	89	86	85	86	86	84	87	85	85	87	84	84	86	88	85	88	85	83	87	84	83	86	84
5	88	94	86	94	86	123	93	86	124	95	85	125	94	85	126	91	85	126	90	84	126	89	83	127	87	83	126	87	84	125
	556	549	544	545	546	615	544	549	621	544	543	616	546	545	614	545	544	606	545	542	610	547	538	609	549	535	606	548	531	609
6	94	91	126	91	124	93	89	125	94	88	125	94	88	124	96	88	124	93	87	122	97	87	122	96	89	122	96	89	121	95
7	94	133	94	133	94	139	128	92	139	127	90	135	127	89	134	127	88	132	128	85	133	129	85	132	125	84	132	121	83	128
8	127	87	129	84	128	110	83	127	105	81	121	106	84	119	109	82	117	107	83	117	109	81	120	108	81	120	108	81	117	108
	315	311	349	308	346	342	300	344	338	296	336	335	299	332	339	297	329	332	298	324	339	297	327	336	295	326	336	291	321	331
9	92	123	112	123	112	121	122	112	121	119	112	120	117	109	120	109	109	119	107	104	118	102	102	116	101	101	113	101	100	110
10	100	102	116	102	116	114	101	119	114	101	117	113	97	118	110	91	115	109	91	115	108	90	115	108	88	113	105	85	111	102
11	80	108	106	108	107	111	105	105	111	105	103	110	102	105	107	100	103	105	96	101	107	96	100	104	95	99	106	94	96	103
12	96	106	113	101	116	102	103	115	101	103	115	101	100	112	98	95	107	99	91	107	98	92	107	97	88	109	97	88	108	95
	368	439	447	434	451	448	431	451	447	428	447	444	416	444	435	395	434	432	385	427	431	380	424	425	372	422	421	368	415	410
Total	1239	1299	1340	1287	1343	1405	1275	1344	1406	1268	1326	1395	1261	1321	1388	1237	1307	1370	1228	1293	1380	1224	1289	1370	1216	1283	1363	1207	1267	1350

**Brookings-Harbor
School District 17C**

Code: **BBBB**
Adopted: 1/18/88
Readopted: 10/22/03; 10/16/13
Orig. Code(s): BBBB

Board Member Oath of Office

New directors must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Brookings-Harbor School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been elected.

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

OSBA Model Sample Policy

Code: JFCEB

Adopted:

Personal Electronic Devices */**

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student [possession or] use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. [Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)¹.]

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.^[2] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;³
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);⁴
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within [10] school days.⁵

Personal electronic devices [must be placed in district-provided pouches or storage] [may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing] [may be stored on the student’s person, but may not be used] during regular instructional hours.

¹ If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

² [ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”]

³ JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

⁴ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

⁵ JFCEB-AR must be submitted to the building administrator.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include [detention, Saturday school, a change to storage requirements, etc. {⁶}]. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ [Steps may include:

1. First Instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;
2. Second Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;
3. Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;
4. Beyond Third Instance of Noncompliance: In noncompliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning. {⁸}

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁹ that support academic activities and independent communications¹⁰, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

⁶ {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.}

⁷ For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

⁸ {From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}

⁹ The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

¹⁰ “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR – Request for Personal Electronic Devices Exemption. Appeals can be filed [with the superintendent] [in accordance with KL-AR(1) – Public Complaint Procedure].

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

[This policy takes effect on January 1, 2026.]

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

Brookings-Harbor School District 17C

Code: **JFCEB**
Adopted: 11/17/04
Revised/Readopted: 2/17/10; 6/17/15; 10/18/23

Personal Electronic Devices and Social Media **

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. Students shall not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the access is approved by a district representative (Principal or designee). The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP) or as section 504 accommodations.

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy.

A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

The superintendent shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2017).

DELETE

Brookings-Harbor School District 17C

Code: JHCD
Adopted:

Medications**/*

{Required policy. The requirement for policy comes from ORS 339.866 (2).}

Updates to policy 9/4/2025 HC NR

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

[¹] A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student’s parents or guardian.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.866 - 339.871](#)
[ORS 433.800 - 433.830](#)
[ORS 689.800](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)
[OAR 333-055-0000 - 0035](#)
[OAR 581-021-0037](#)

[OAR 581-022-2220](#)
[OAR 851-047-0000 - 0030](#)

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

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

House Bill 1552 (2024).

¹ {The district is not required to provide or administer this medication. If the district is going to provide for, and administer this medication, this policy language is required. If the district does not intend to provide or administer this medication, there is no requirement to include this language in this policy.}

Brookings-Harbor School District 17C

Code: JHCD/JHCDA
Adopted: 6/08/98
Revised/Readopted: 3/07/18; 4/15/20
Orig. Code: JHCD; JHCDA

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

A current first-aid and CPR card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

¹ Under proper notice given to the district by a student or student's parent or guardian.

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber².

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-

² A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

³ Subject to ORS 109.610, 109.640 and 109.675.

administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)
[ORS 109.640](#)
[ORS 109.675](#)
[ORS 332.107](#)
[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)
[ORS 475.005 - 475.285](#)
[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)
[OAR 581-021-0037](#)
[OAR 581-022-2220](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

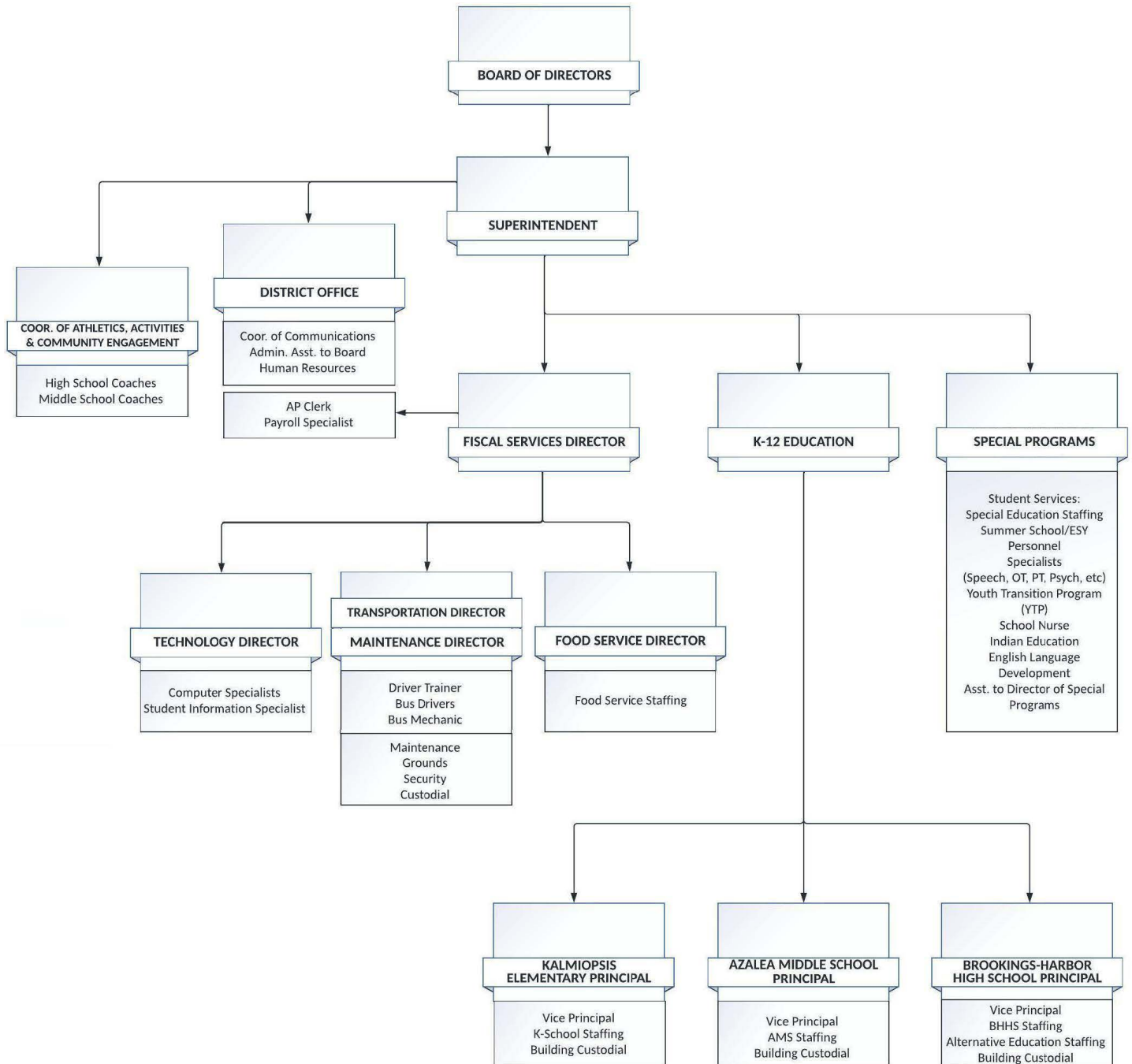
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

Brookings-Harbor School District 17C

Code: **CCA**
 Adopted: 10/22/03
 Readopted: 2/18/04; 12/13/06; 1/15/14;
 12/17/14; 12/06/17; 7/02/18;
 05/18/22; 08/23/23
 Orig. Code(s): CC

Organizational Chart



BHSD Superintendent Evaluation Timeline/Process for 2025–2026

Introduction: Why Evaluate?

The evaluation of a Superintendent is a critical process that ensures alignment between the district's goals and the superintendent's leadership. It fulfills several key roles of the school board, including setting clear expectations (Vision), establishing the structure and criteria for assessment (Structure), holding leadership accountable for progress (Accountability), and fostering transparent communication (Communication).

Evaluation should be a positive, objective process aimed at promoting informed change and should be conducted in a supportive atmosphere. By adhering to board policies, state statutes, and agreed-upon criteria, the evaluation becomes a meaningful tool to support both district goals and the superintendent's development. Clear planning, including setting timelines for informal check-ins and the formal evaluation, is crucial to ensuring fairness and effectiveness.

July 2025

- July 16, 2025 – Work Session
 - Superintendent presents 2025-26 draft goals to Board for feedback.
 - 2025-26 Draft Superintendent evaluation timeline/process presented to Board for feedback.

September 2025

- October 15, 2025 – Work Session
 - Superintendent and Board finalize evaluation goals for the upcoming year (if any). (Sept 2025)
 - Board/Superintendent finalize the evaluation process (including Targeted Feedback Survey, if being used), standards (additional goals if any), forms, and timelines to be used this school year.
 - The Board formally adopts all of these in open session.

Monthly (Starting October 2025)

- Monthly Work Sessions (third Wednesdays)

- The Superintendent has the opportunity to report interim progress on evaluation standards (and goals if added to the standards) to the board. Progress is reported in open session. Any specific evaluative feedback from the Board to the Superintendent can be done in executive session.

November–December 2025

- November or December 2025 – Work Session
 - Optional: The OSBA (or other neutral party selected by the district) is directed to look into 1–2 evaluation areas for a Targeted Feedback Survey (TFS) to be performed before evaluation completes. The board provides input on the list of who the survey will be administered to.

What is a Targeted Feedback Survey?

- An optional part of the annual superintendent evaluation process.
- Asks a targeted group of stakeholders to give feedback via a survey.
- The board and superintendent develop a list of individuals who will receive the survey.
- An independent party conducts the survey and sends the summary report back to the board.
- If a TFS is used, the board considers that information in completing the evaluation.

January–February 2026

- Outside of Meetings (January–February)
 - TFS, if used, is administered.

February 2026

- February 18, 2026 – Work Session
 - Evaluation documents are sent to the Board/Superintendent to be completed and returned to the board secretary (or designee) by February 1, 2026.
 - In executive session, unless an open session requested by the Superintendent, the Superintendent presents their self-evaluation to the board. Superintendent exits upon completion of the self-evaluation and any follow-up questions by the Board.
 - Board members discuss their evaluations and develop the Board's official written summative evaluation document(s) that will be shared with the Superintendent.
 - The board invites the Superintendent to rejoin to discuss and clarify the summative evaluation document. Superintendent again exits executive session.

- Changes to the evaluation may be made as a result of the discussions. Executive session ends.
- Board votes in open session to approve the summative evaluation and share a short summary of the evaluation.
This portion of the evaluation process can be broken into more than one meeting in February, if needed.
- By February 29, 2026
 - A copy of the final written summative evaluation form is placed in the superintendent's personnel folder.
Notify the Superintendent of their contract extension/non-extension (if applicable; contract due date is 3/1 annually).

April- May 2026

Renegotiate Superintendent contract for next term time. Current contract ends June 30, 2026.

June 2026-October 2026

- June 17, 2026 – Work Session or following meetings
 - Superintendent/Board set evaluation goals for the upcoming year (in open session).
 - Board/Superintendent review the evaluation process (including TFS, if being used), standards (additional goals if any), forms, and timelines to be used for the next school year. The board formally adopts all of these in open session.
 - Superintendent reports interim progress on evaluation goals/standards to the board. Progress is reported in open session; any specific evaluative feedback from the board to the superintendent can be done in executive session.

Superintendent Goals 2025-2026

Strategic Plan Priority: Staff Success

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 — including leadership.

Goal 1: Superintendent Capacity-Building in Special Programs

Goal:

The superintendent will build her individual expertise and leadership capacity in Special Programs/Special Education by engaging in targeted professional learning and leadership strategies, ensuring strong oversight and support for students and staff.

- **Objective:**

By May 15, 2026, the superintendent will present to the board:

a) A personal professional learning plan for Special Programs/Special Education leadership, implemented over the course of the year.

b) Documentation of at least two of the following strategies implemented to strengthen district oversight of Special Programs:

- Engaged a mentor or peer superintendent with expertise in Special Programs for guidance and consultation.
- Shifted or delegated appropriate operational duties to existing administrative staff to allow the superintendent to focus on strategic leadership of Special Programs.
- Participated in at least two specialized trainings, conferences, or workshops in Special Education leadership.
- Evidence of regular monthly check-ins with the board related to this goal.

- **Measure of Success:**

A self-reflection report and feedback from the district leadership team indicating improved confidence, clarity of vision, and actionable next steps for continuous improvement in the district's Special Programs.

Strategic Plan Priority: Relationships

We will intentionally build meaningful relationships with students, staff, and families to create a positive culture, investing in every student's future — and planning for it.

Goal 2: Strategic Plan Update and Extension

Goal:

The superintendent will lead a collaborative process to update and extend the district's strategic plan, ensuring alignment with board priorities, stakeholder input, and measurable outcomes for at least the 2026–2029 cycle.

- **Objective:**

By May 15, 2026, the superintendent will present to the board:

- A draft updated strategic plan covering at least the 2026–2029 school years, developed through a structured and inclusive process.
- Evidence of stakeholder engagement, including opportunities for input from staff, students, families, and community partners.
- Clear, measurable goals and aligned performance indicators for the new cycle, building on lessons learned from the 2023–2026 plan and input from Oregon Department of Education.

- **Measure of Success:**

The updated strategic plan is formally adopted by the board by June 2026, with board, leadership team, and stakeholder feedback showing satisfaction with both the process and the resulting plan.

JOIN *us!*



OSBA ANNUAL CONVENTION

Building Bridges to Student Success

NOV. 6-8, 2025 | PORTLAND MARRIOTT DOWNTOWN WATERFRONT

The **OSBA ANNUAL CONVENTION** is Oregon's premier continuing education program — delivering practical solutions to help school board members, superintendents and all types of education leaders improve student learning and achievement.

Whether you are a first-time attendee or a veteran board member, school administrator or administrative professional, you'll leave the conference with practical ideas and a renewed commitment to help your school accomplish the critical work ahead. The convention features some of the best practices from school districts, education service districts, charter schools and community colleges across the state.



Featuring **MATT LEHRMAN**

MATT LEHRMAN is a civic facilitator and co-founder of Social Prosperity Partners, a national practice specializing in strategic planning, mediation and public dialogue for governing councils and boards. He also hosts the Community Catalysts podcast, where local officials share hard-earned insights from their experiences in community leadership.

PRECONFERENCE AND ADMIN PROFESSIONALS WORKSHOP | THURSDAY, NOV. 6
From Conflict to Conversation

INTERACTIVE KEYNOTE PRESENTATION | FRIDAY, NOV. 7

Leading Through Complexity: Strengthening Trust and Decision-Making

Mounting challenges to civic unity, economic uncertainty and political pressures are making local leadership more demanding than ever. The work of governance — navigating conflict, engaging stakeholders and fostering confidence in decisions — is central to a community's stability and future. In this keynote, attendees will gain practical tools to lead with clarity amid complexity, explore strategies for building public trust and leave with renewed perspective on how to make thoughtful, forward-looking decisions under pressure.

POST-KEYNOTE WORKSHOP | FRIDAY, NOV. 7
Let's Talk: Leading through Complexity



OSBA'S 79th ANNUAL CONVENTION

Building Bridges to Student Success

NOV. 6-8, 2025 | PORTLAND MARRIOTT DOWNTOWN WATERFRONT HOTEL

REGISTRATION FEES

THURSDAY, NOV. 6 Admin. Prof. Preconference	THURSDAY, NOV. 6 Preconference	FRIDAY, NOV. 7 Council of School Attorneys Workshop		FRIDAY, NOV. 7 SATURDAY, NOV. 8 CONVENTION
\$315	\$315	\$150 <i>(member)</i>	\$300 <i>(nonmember)</i>	\$645

**ONLINE REGISTRATION OPENS
WEDNESDAY, SEPT. 10**

**ONLINE REGISTRATION CLOSSES
TUESDAY, OCT. 14**

After Oct. 14, registration will only be possible on-site the days of the event and will incur an additional \$100 fee.

MEAL INFO

Meals are included in the cost of registration.

HOTEL INFO

Booking information will be provided in the registration confirmation email.

If you plan to bring student board representatives, please email Meghan at mpeterson@osba.org.

NO-SHOWS WILL BE BILLED FOR THE ENTIRE REGISTRATION FEE.
There is a \$100 cancellation fee. **NO REFUNDS** will be accepted after Oct. 14.

FOR MORE INFO, VISIT [OSBA.ORG](https://osba.org)

QUESTIONS? Contact OSBA at 503-588-2800 | 800-578-6722 | info@osba.org